

SEPTEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #38 Per.End Bi-weekly 08-31-23 AS0 09-01-23 Monthly 09-03-23 FEL 10-03-23					1 LOCK-CLOSE Off-Cycle #38 @ 10:30 am PAYDAY MO # 29 (AS0) PAYDAY BW #28 Next Period Timesheets Available	2 End of Pay Period
3 Off-Cycle #39 Per.End Bi-weekly 09-01-23 Monthly 09-08-23 FEL 10-04-23	4 Labor Day HOLIDAY TIME approvals (approver)	5 TIME approvals (approver)	6 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	7 BW/HR Pend.Vo.CUTOFF @ 4 pm	8 LOCK-CLOSE Off-Cycle #39 @ 10:30 am Extra MO Encumbrances No BW E-DOC Approvals	9
10 Off-Cycle #40 Per.End Bi-weekly 09-14-23 Monthly 09-14-23 FEL 10-05-23	11 CLOSE BW #30 No Online checks NO TAX ENTRY MO #31 Vouchers Available 09-01-23 - 09-30-23 No BW E-DOC Approvals	12	13	14 LOCK-CLOSE Off-Cycle #40 @ 10:30 am BW # 32 Vouchers Available 09-03-23 - 09-16-23	15 PAYDAY BW #30 Next Period Timesheets Available	16 End of Pay Period
17 Off-Cycle #41 Per.End Bi-weekly 09-15-23 Monthly 09-21-23 FEL 10-06-23	18 TIME approvals (approver)	19 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	20 MO Pend.Vo. CUTOFF@ 4 pm BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	21 LOCK-CLOSE Off-Cycle #41 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	22 CLOSE MO # 31 No Online checks NO TAX ENTRY No BW E-DOC Approvals No MO E-DOC Approvals	23
24 Off-Cycle #42 Per.End Bi-weekly 09-28-23 Monthly 10-01-23 FEL 11-01-23	25 CLOSE BW #32 No Online checks NO TAX ENTRY No BW E-DOC Approvals	26	27	28 BW # 33 Vouchers Available 09-17-23 - 09-30-23	29 LOCK-CLOSE Off-Cycle #42 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY BW #32 PAYDAY MO #31 Next Period Timesheets Available	30 End of Pay Period