

APRIL

PAYROLL DEPARTMENT WORK SCHEDULE

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 End of Pay Period
2 Off-Cycle #16 Per.End Bi-weekly 03-31-23 Monthly 04-07-23 FEL 05-02-23	3 TIME approvals (approver)	4 TIME approvals (approver)	5 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	6 BW/HR Pend.Vo.CUTOFF @ 4 pm	7 LOCK-CLOSE Off-Cycle #16 @ 10:30 am No BW E-DOC Approvals	8
9 Off-Cycle #17 Per.End Bi-weekly 04-13-23 Monthly 04-13-23 FEL 05-03-23	10 CLOSE BW #12 No Online checks NO TAX ENTRY No BW E-DOC Approvals	11 Extra MO Encumbrances MO #13 Vouchers Available 04-01-23 - 04-30-23	12	13 LOCK-CLOSE Off-Cycle #17 @ 10:30 am BW # 14 Vouchers Available 04-02-23 - 04-15-23	14 PAYDAY BW #12 Next Period Timesheets Available	15 End of Pay Period
16 Off-Cycle #18 Per.End Bi-weekly 04-14-23 Monthly 04-20-23 FEL 05-04-23	17 TIME approvals (approver)	18 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	19 BW Job Pay Flag Off @ 5 pm MO Pend.Vo. CUTOFF@ 4 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	20 LOCK-CLOSE Off-Cycle #18 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	21 CLOSE MO # 13 No Online checks NO TAX ENTRY No BW E-DOC Approvals No MO E-DOC Approvals	22
23 Off-Cycle #19 Per.End Bi-weekly 04-27-23 Monthly 05-01-23 FEL 06-01-23	24 CLOSE BW #14 No Online checks NO TAX ENTRY MO #15 (AS0) Vouchers Available 05-01-23 - 05-08-23 No BW E-DOC Approvals	25	26	27 BW # 16 Vouchers Available 04-16-23 - 04-29-23	28 LOCK-CLOSE Off-Cycle #19 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY BW #14 PAYDAY MO #13 Next Period Timesheets Available	29 End of Pay Period
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