

# AUGUST

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #34 Per.End Bi-weekly 08-01-24 Monthly 08-03-24 FEL 09-03-24				<b>1</b> LOCK-CLOSE Off-Cycle #34 @ 10:30 am  BW # 26 Vouchers Available 07-21-24 - 08-03-24	<b>2</b>  PAYDAY BW #25 Next Period Timesheets Available	<b>3</b> End of Pay Period
<b>4</b> Off-Cycle #35 Per.End Bi-weekly 08-02-24 Monthly 08-09-24 FEL 09-04-24	<b>5</b>  TIME approvals ( approver )	<b>6</b>  TIME approvals ( approver )	<b>7</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>8</b> BW/HR Pend.Vo.CUTOFF @ 4 pm  Extra MO Encumbrances	<b>9</b> LOCK-CLOSE Off-Cycle #35 @ 10:30 am  No BW E-DOC Approvals	<b>10</b>
<b>11</b> Off-Cycle #36 Per.End Bi-weekly 08-15-24 Monthly 08-15-24 FEL 09-05-24	<b>12</b> CLOSE BW #26 No Online checks NO TAX ENTRY MO #27 Vouchers Available 08-01-24 - 08-31-24 No BW E-DOC Approvals	<b>13</b>	<b>14</b>	<b>15</b> LOCK-CLOSE Off-Cycle #36 @ 10:30 am  BW # 28 Vouchers Available 08-04-24 - 08-17-24	<b>16</b> MO. Job Pay Flag Off @ 5 pm  PAYDAY BW #26 Next Period Timesheets Available	<b>17</b> End of Pay Period
<b>18</b> Off-Cycle #37 Per.End Bi-weekly 08-16-24 Monthly 09-01-24 AS0 08-23-24 FEL 10-01-24	<b>19</b> MO Pend.Vo. CUTOFF@ 4 pm  TIME approvals ( approver )	<b>20</b>  TIME approvals ( approver ) No MO E-DOC Approvals	<b>21</b> CLOSE MO # 27 No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	<b>22</b> BW/HR Pend.Vo.CUTOFF @ 4 pm  MO #29 (AS0) Vouchers Available 08-01-24 - 08-31-24	<b>23</b> LOCK-CLOSE Off-Cycle #37 @ 10:30 am  MO. AS0 Job Pay Flag Off @ 5 pm  No BW E-DOC Approvals	<b>24</b>
<b>25</b> Off-Cycle #38 Per.End Bi-weekly 08-29-24 Monthly 09-02-24 AS0 09-01-24 FEL 10-02-24	<b>26</b> Classes Begin CLOSE BW #28 No Online checks NO TAX ENTRY MO AS0 Pend.Vo. CUTOFF@ noon No BW E-DOC Approvals	<b>27</b> CLOSE MO # 29 (AS0) No Online checks NO TAX ENTRY	<b>28</b>	<b>29</b>	<b>30</b> LOCK-CLOSE Off-Cycle #38 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO # 29 (AS0) PAYDAY MO #27 PAYDAY BW #28 Next Period Timesheets Available	<b>31</b> End of Pay Period