

JUNE**PAYROLL DEPARTMENT WORK SCHEDULE****2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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2 Off-Cycle #25 Per.End Bi-weekly 06-06-24 Monthly 06-06-24 FEL 07-02-24	3 CLOSE BW #19 No Online checks NO TAX ENTRY No BW E-DOC Approvals	4	5	6 LOCK-CLOSE Off-Cycle #25 @ 10:30 am BW # 20 Vouchers Available 05-26-24 - 06-08-24	7 PAYDAY BW #19 Next Period Timesheets Available	8 End of Pay Period
9 Off-Cycle #26 Per.End Bi-weekly 06-07-24 Monthly 06-14-24 FEL 07-03-24	10 Extra MO Encumbrances TIME approvals (approver)	11 MO #21 Vouchers Available 06-01-24 - 06-30-24 TIME approvals (approver)	12 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	13 BW/HR Pend.Vo.CUTOFF @ 4 pm	14 LOCK-CLOSE Off-Cycle #26 @ 10:30 am No BW E-DOC Approvals	15
16 Off-Cycle #27 Per.End Bi-weekly 06-20-24 Monthly 06-20-24 FEL 07-04-24	17 CLOSE BW #20 No Online checks NO TAX ENTRY No BW E-DOC Approvals	18	19 Juneteenth HOLIDAY	20 LOCK-CLOSE Off-Cycle #27 @ 10:30 am MO. Job Pay Flag Off @ 5 pm BW # 22 Vouchers Available 06-09-24 - 06-22-24	21 MO Pend.Vo. CUTOFF@ noon No MO E-DOC Approvals PAYDAY BW #20 Next Period Timesheets Available	22 End of Pay Period
23 Off-Cycle #28 Per.End Bi-weekly 06-21-24 Monthly 07-01-24 FEL 08-01-24	24 CLOSE MO # 21 No Online checks NO TAX ENTRY TIME approvals (approver) No MO E-DOC Approvals	25 TIME approvals (approver)	26 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	27 BW/HR Pend.Vo.CUTOFF @ 4 pm	28 LOCK-CLOSE Off-Cycle #28 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #21 No BW E-DOC Approvals	29
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