

MARCH

PAYROLL DEPARTMENT WORK SCHEDULE

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #11 Per.End Bi-weekly 03-02-23 Monthly 03-03-23 FEL 04-03-23			1	2 LOCK-CLOSE Off-Cycle #11 @ 10:30 am BW # 09 Vouchers Available 02-19-23 - 03-04-23	3 PAYDAY BW #08 Next Period Timesheets Available	4 End of Pay Period
5 Off-Cycle #12 Per.End Bi-weekly 03-03-23 Monthly 03-10-23 FEL 04-04-23	6 TIME approvals (approver)	7 TIME approvals (approver)	8 Extra MO Encumbrances BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	9 BW/HR Pend.Vo.CUTOFF @ 4 pm	10 LOCK-CLOSE Off-Cycle #12 @ 10:30 am No BW E-DOC Approvals	11
12 Off-Cycle #13 Per.End Bi-weekly 03-16-23 Monthly 03-16-23 FEL 04-05-23	13 Spring Break CLOSE BW #09 No Online checks NO TAX ENTRY MO #10 Vouchers Available 03-01-23 - 03-31-23 No BW E-DOC Approvals	14 Spring Break	15 Spring Break	16 Spring Break LOCK-CLOSE Off-Cycle #13 @ 10:30 am BW # 11 Vouchers Available 03-05-23 - 03-18-23	17 Spring Break PAYDAY BW #09 Next Period Timesheets Available	18 End of Pay Period
19 Off-Cycle #14 Per.End Bi-weekly 03-17-23 Monthly 03-23-23 FEL 04-06-23	20 TIME approvals (approver)	21 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	22 MO Pend.Vo. CUTOFF@ 4 pm BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	23 LOCK-CLOSE Off-Cycle #14 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	24 CLOSE MO #10 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	25
26 Off-Cycle #15 Per.End Bi-weekly 03-30-23 Monthly 04-01-23 FEL 05-01-23	27 CLOSE BW #11 No Online checks NO TAX ENTRY No BW E-DOC Approvals	28	29	30 BW # 12 Vouchers Available 03-19-23 - 04-01-23	31 LOCK-CLOSE Off-Cycle #15 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY BW #11 PAYDAY MO #10 Next Period Timesheets Available	