

NOVEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 No BW E-DOC Approvals	2
3 Off-Cycle #48 Per.End Bi-weekly 11-07-24 Monthly 11-07-24 FEL 12-02-24	4 CLOSE BW #36 No Online checks NO TAX ENTRY No BW E-DOC Approvals	5	6	7 LOCK-CLOSE Off-Cycle #48 @ 10:30 am BW # 37 Vouchers Available 10-27-24 - 11-09-24	8 Extra MO Encumbrances PAYDAY BW #36 Next Period Timesheets Available	9 End of Pay Period
10 Off-Cycle #49 Per.End Bi-weekly 11-08-24 Monthly 11-15-24 FEL 12-03-24	11 Veteran's Day (Federal Holiday) MO #38 Vouchers Available 11-01-24 - 11-30-24 TIME approvals (approver)	12 TIME approvals (approver)	13 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	14 BW/HR Pend.Vo.CUTOFF @ 4 pm	15 LOCK-CLOSE Off-Cycle #49 @ 10:30 am No BW E-DOC Approvals	16
17	18 CLOSE BW #37 No Online checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	19 MO Pend.Vo. CUTOFF@ 4 pm	20 No MO E-DOC Approvals	21 CLOSE MO # 38 No Online checks NO TAX ENTRY BW # 39 Vouchers Available 11-10-24 - 11-23-24 No MO E-DOC Approvals	22 PAYDAY BW #37 Next Period Timesheets Available	23 End of Pay Period
24 Off-Cycle #50 Per.End Bi-weekly 11-22-24 Monthly 12-02-24 FEL 01-02-25	25 TIME approvals (approver)	26 TIME approvals (approver)	27 LOCK-CLOSE Off-Cycle #50 @ 10:30 am ** No Online Checks after Off-Cycle ** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm PAYDAY MO #38	28 Thanksgiving Day HOLIDAY	29 Friday after Thanksgiving HOLIDAY	30