

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|--|---|---|--------------------------------|
| Off-Cycle #47 Per.End Bi-weekly 10-27-23 Monthly 11-03-23 FEL 12-03-23 | | | 1 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 2 BW/HR Pend.Vo.CUTOFF @ 4 pm | 3 LOCK-CLOSE Off-Cycle #47 @ 10:30 am No BW E-DOC Approvals | 4 |
| 5 Off-Cycle #48 Per.End Bi-weekly 11-08-23 Monthly 11-08-23 FEL 12-04-23 | 6 CLOSE BW #36 No Online checks NO TAX ENTRY No BW E-DOC Approvals | 7 | 8 LOCK-CLOSE Off-Cycle #48 @ 10:30 am Extra MO Encumbrances | 9 BW # 37 Vouchers Available 10-29-23 - 11-11-23 PAYDAY BW #36 | 10 Veteran's Day (Federal Holiday) Next Period Timesheets Available | 11 End of Pay Period |
| 12 Off-Cycle #49 Per.End Bi-weekly 11-09-23 Monthly 11-16-23 FEL 12-05-23 | 13 MO #38 Vouchers Available 11-01-23 - 11-30-23 TIME approvals (approver) | 14 TIME approvals (approver) | 15 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 16 LOCK-CLOSE Off-Cycle #49 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ noon No BW E-DOC Approvals | 17 CLOSE BW #37 No Online checks NO TAX ENTRY MO. Job Pay Flag Off @ 5 pm No BW E-DOC Approvals | 18 |
| 19 Off-Cycle #50 Per.End Bi-weekly 11-21-23 Monthly 11-21-23 FEL 12-06-23 | 20 MO Pend.Vo. CUTOFF@ 4 pm | 21 LOCK-CLOSE Off-Cycle #50 @ 10:30 am No MO E-DOC Approvals | 22 CLOSE MO # 38 No Online checks NO TAX ENTRY PAYDAY BW #37 No MO E-DOC Approvals | 23 Thanksgiving Day HOLIDAY BW # 39 Vouchers Available 11-12-23 - 11-25-23 | 24 Friday after Thanksgiving HOLIDAY Next Period Timesheets Available | 25 End of Pay Period |
| 26 Off-Cycle #51 Per.End Bi-weekly 11-22-23 Monthly 12-01-23 FEL 01-01-24 | 27 TIME approvals (approver) | 28 TIME approvals (approver) | 29 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 30 LOCK-CLOSE Off-Cycle #51 @ 10:30 am ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ 4 pm PAYDAY MO #38 | | |