

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #43 Per.End Bi-weekly 09-29-23 Monthly 10-06-23 FEL 11-02-23	2 TIME approvals (approver)	3 TIME approvals (approver)	4 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	5 BW/HR Pend.Vo.CUTOFF @ 4 pm	6 LOCK-CLOSE Off-Cycle #43 @ 10:30 am No BW E-DOC Approvals	7
8 Off-Cycle #44 Per.End Bi-weekly 10-12-23 Monthly 10-12-23 FEL 11-03-23	9 Columbus Day (Federal Holiday) CLOSE BW #33 No Online checks NO TAX ENTRY No BW E-DOC Approvals	10 Extra MO Encumbrances	11 MO #35 Vouchers Available 10-01-23 - 10-31-23	12 LOCK-CLOSE Off-Cycle #44 @ 10:30 am BW # 34 Vouchers Available 10-01-23 - 10-14-23	13 PAYDAY BW #33 Next Period Timesheets Available	14 End of Pay Period
15 Off-Cycle #45 Per.End Bi-weekly 10-13-23 Monthly 10-20-23 FEL 11-04-23	16 TIME approvals (approver)	17 TIME approvals (approver)	18 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	19 BW/HR Pend.Vo.CUTOFF @ 4 pm	20 LOCK-CLOSE Off-Cycle #45 @ 10:30 am MO. Job Pay Flag Off @ 5 pm No BW E-DOC Approvals	21
22	23 CLOSE BW #34 No Online checks NO TAX ENTRY MO Pend.Vo. CUTOFF@ 4 pm No BW E-DOC Approvals	24 No MO E-DOC Approvals	25 CLOSE MO # 35 No Online checks NO TAX ENTRY No MO E-DOC Approvals	26 BW # 36 Vouchers Available 10-15-23 - 10-28-23	27 PAYDAY BW #34 Next Period Timesheets Available	28 End of Pay Period
29 Off-Cycle #46 Per.End Bi-weekly 10-26-23 Monthly 11-02-23 FEL 12-02-23	30 TIME approvals (approver)	31 LOCK-CLOSE Off-Cycle #46 @ 10:30 am ** No Online Checks after Off-Cycle ** TIME approvals (approver) PAYDAY MO #35				