

# OCTOBER

## PAYROLL DEPARTMENT WORK SCHEDULE

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #43 Per.End Bi-weekly 09-27-24 Monthly 10-04-24 FEL 11-03-24		<b>1</b>  TIME approvals ( approver )	<b>2</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>3</b> BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>4</b> LOCK-CLOSE Off-Cycle #43 @ 10:30 am  No BW E-DOC Approvals	<b>5</b>
<b>6</b> Off-Cycle #44 Per.End Bi-weekly 10-10-24 Monthly 10-10-24 FEL 11-04-24	<b>7</b> CLOSE BW #33 No Online checks NO TAX ENTRY  No BW E-DOC Approvals	<b>8</b> Extra MO Encumbrances	<b>9</b>	<b>10</b> LOCK-CLOSE Off-Cycle #44 @ 10:30 am  BW # 34 Vouchers Available 09-29-24 - 10-12-24	<b>11</b> MO #35 Vouchers Available 10-01-24 - 10-31-24 PAYDAY BW #33 Next Period Timesheets Available	<b>12</b> End of Pay Period
<b>13</b> Off-Cycle #45 Per.End Bi-weekly 10-11-24 Monthly 10-18-24 FEL 11-05-24	<b>14</b> Columbus Day (Federal Holiday)  TIME approvals ( approver )	<b>15</b>  TIME approvals ( approver )	<b>16</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>17</b> BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>18</b> LOCK-CLOSE Off-Cycle #45 @ 10:30 am  No BW E-DOC Approvals	<b>19</b>
<b>20</b> Off-Cycle #46 Per.End Bi-weekly 10-24-24 Monthly 10-24-24 FEL 11-06-24	<b>21</b> CLOSE BW #34 No Online checks NO TAX ENTRY  No BW E-DOC Approvals	<b>22</b> MO. Job Pay Flag Off @ 5 pm	<b>23</b> MO Pend.Vo. CUTOFF@ 4 pm	<b>24</b> LOCK-CLOSE Off-Cycle #46 @ 10:30 am  BW # 36 Vouchers Available 10-13-24 - 10-26-24  No MO E-DOC Approvals	<b>25</b> CLOSE MO # 35 No Online checks NO TAX ENTRY  No MO E-DOC Approvals PAYDAY BW #34 Next Period Timesheets Available	<b>26</b> End of Pay Period
<b>27</b> Off-Cycle #47 Per.End Bi-weekly 10-25-24 Monthly 11-01-24 FEL 12-01-24	<b>28</b>  TIME approvals ( approver )	<b>29</b>  TIME approvals ( approver )	<b>30</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>31</b> LOCK-CLOSE Off-Cycle #47 @ 10:30 am ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ 4 pm  PAYDAY MO #35		