

FEBRUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #06 Per.End Bi-weekly 02-01-24 Monthly 02-03-24 FEL 03-03-24				1 LOCK-CLOSE Off-Cycle #06 @ 10:30 am BW # 06 Vouchers Available 01-21-24 - 02-03-24	2 PAYDAY BW #05 Next Period Timesheets Available	3 End of Pay Period
4 Off-Cycle #07 Per.End Bi-weekly 02-02-24 Monthly 02-09-24 FEL 03-04-24	5 TIME approvals (approver)	6 TIME approvals (approver)	7 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	8 BW/HR Pend.Vo.CUTOFF @ 4 pm Extra MO Encumbrances	9 LOCK-CLOSE Off-Cycle #07 @ 10:30 am No BW E-DOC Approvals	10
11 Off-Cycle #08 Per.End Bi-weekly 02-15-24 Monthly 02-15-24 FEL 03-05-24	12 CLOSE BW #06 No Online checks NO TAX ENTRY MO #07 Vouchers Available 02-01-24 - 02-29-24 No BW E-DOC Approvals	13	14	15 LOCK-CLOSE Off-Cycle #08 @ 10:30 am BW # 08 Vouchers Available 02-04-24 - 02-17-24	16 PAYDAY BW #06 Next Period Timesheets Available	17 End of Pay Period
18 Off-Cycle #09 Per.End Bi-weekly 02-16-24 Monthly 02-22-24 FEL 03-06-24	19 President's Day (Federal Holiday) TIME approvals (approver)	20 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	21 BW Job Pay Flag Off @ 5 pm MO Pend.Vo. CUTOFF@ 4 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	22 LOCK-CLOSE Off-Cycle #09 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm No MO E-DOC Approvals	23 CLOSE MO # 07 No Online checks NO TAX ENTRY No MO E-DOC Approvals No BW E-DOC Approvals	24
25 Off-Cycle #10 Per.End Monthly 03-01-24 FEL 04-01-24	26 CLOSE BW #08 No Online checks NO TAX ENTRY *** No BW Onlines *** No BW E-DOC Approvals	27 *** No BW Onlines ***	28 *** No BW Onlines ***	29 LOCK-CLOSE Off-Cycle #10 @ 10:30 am *** No BW Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** BW # 09 Vouchers Available 02-18-24 - 03-02-24 *** No BW Onlines *** PAYDAY MO #07		