

# SEPTEMBER

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b> Off-Cycle #39 Per.End Bi-weekly 08-30-24 Monthly 09-06-24 FEL 10-03-24	<b>2</b> Labor Day <b>HOLIDAY</b>  TIME approvals ( approver )	<b>3</b>  TIME approvals ( approver )	<b>4</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>5</b> BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>6</b> LOCK-CLOSE Off-Cycle #39 @ 10:30 am  No BW E-DOC Approvals	<b>7</b>
<b>8</b> Off-Cycle #40 Per.End Bi-weekly 09-12-24 Monthly 09-12-24 FEL 10-04-24	<b>9</b> CLOSE BW #30 No Online checks NO TAX ENTRY  No BW E-DOC Approvals	<b>10</b> Extra MO Encumbrances	<b>11</b>  MO #32 Vouchers Available 09-01-24 - 09-30-24	<b>12</b> LOCK-CLOSE Off-Cycle #40 @ 10:30 am  BW # 31 Vouchers Available 09-01-24 - 09-14-24	<b>13</b>  PAYDAY BW #30 Next Period Timesheets Available	<b>14</b> End of Pay Period
<b>15</b> Off-Cycle #41 Per.End Bi-weekly 09-13-24 Monthly 09-20-24 FEL 10-05-24	<b>16</b>  TIME approvals ( approver )	<b>17</b>  TIME approvals ( approver )	<b>18</b> BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>19</b> BW/HR Pend.Vo.CUTOFF @ 4 pm  MO. Job Pay Flag Off @ 5 pm	<b>20</b> LOCK-CLOSE Off-Cycle #41 @ 10:30 am  MO Pend.Vo. CUTOFF@ 4 pm  No BW E-DOC Approvals	<b>21</b>
<b>22</b>	<b>23</b> CLOSE BW #31 No Online checks NO TAX ENTRY  No MO E-DOC Approvals No BW E-DOC Approvals	<b>24</b> CLOSE MO # 32 No Online checks NO TAX ENTRY  No MO E-DOC Approvals	<b>25</b>	<b>26</b>  BW # 33 Vouchers Available 09-15-24 - 09-28-24	<b>27</b>  PAYDAY BW #31 Next Period Timesheets Available	<b>28</b> End of Pay Period
<b>29</b> Off-Cycle #42 Per.End Bi-weekly 09-26-24 Monthly 10-02-24 FEL 11-02-24	<b>30</b> LOCK-CLOSE Off-Cycle #42 @ 10:30 am ** No Online Checks after Off-Cycle **  TIME approvals ( approver ) PAYDAY MO #32					