

DECEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|--|---|---|--|--|
| 1 Off-Cycle #51 Per.End Bi-weekly 12-05-24 Monthly 12-05-24 FEL 01-03-25 | 2 BW/HR Pend.Vo.CUTOFF @ noon MO #40 (AS0) Vouchers Available 12-01-24 - 12-31-24 No BW E-DOC Approvals | 3 CLOSE BW #39 No Online checks NO TAX ENTRY No BW E-DOC Approvals | 4 | 5 LOCK-CLOSE Off-Cycle #51 @ 10:30 am BW # 41 Vouchers Available 11-24-24 - 12-07-24 | 6 PAYDAY BW #39 Next Period Timesheets Available | 7 End of Pay Period |
| 8 Off-Cycle #52 Per.End Bi-weekly 12-06-24 Monthly 12-12-24 FEL 01-04-25 | 9 Extra MO Encumbrances TIME approvals (approver) | 10 TIME approvals (approver) | 11 BW Job Pay Flag Off @ 5 pm MO. AS0 Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 12 LOCK-CLOSE Off-Cycle #52 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm MO AS0 Pend.Vo. CUTOFF@ noon | 13 CLOSE MO # 40 (AS0) No Online checks NO TAX ENTRY No BW E-DOC Approvals | 14 |
| 15 Off-Cycle #53 Per.End Bi-weekly 12-19-24 Monthly 12-19-24 AS0 01-01-25 FEL 01-05-25 | 16 Fall Exams CLOSE BW #41 No Online checks NO TAX ENTRY MO #01 Vouchers Available 12-01-24 - 12-31-24 No BW E-DOC Approvals | 17 Fall Exams | 18 Fall Exams | 19 Fall Exams LOCK-CLOSE Off-Cycle #53 @ 10:30 am BW # 02 Vouchers Available 12-08-24 - 12-21-24 | 20 Fall Exams PAYDAY MO # 40 (AS0) PAYDAY BW #41 Next Period Timesheets Available | 21 End of Pay Period Graduation |
| 22 Off-Cycle #54 Per.End Bi-weekly 12-20-24 | 23 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver) | 24 MO Pend.Vo. CUTOFF@ noon TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm | 25 Christmas Day HOLIDAY No MO E-DOC Approvals | 26 Winter Break HOLIDAY CLOSE MO # 01 No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm *** No MO Onlines *** No MO E-DOC Approvals | 27 Winter Break HOLIDAY LOCK-CLOSE Off-Cycle #54 @ 10:30 am *** No MO Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ noon *** No MO Onlines *** No BW E-DOC Approvals | 28 |
| 29 | 30 Winter Break HOLIDAY CLOSE BW #02 No Online checks NO TAX ENTRY *** No MO Onlines *** *** No BW Onlines *** No BW E-DOC Approvals | 31 Winter Break HOLIDAY | | | | |