

APRIL**PAYROLL DEPARTMENT WORK SCHEDULE****2024**

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