

JANUARY

PAYROLL DEPARTMENT WORK SCHEDULE

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #01 Per.End Bi-weekly 01-05-23 Monthly 01-05-23 FEL 02-02-23	2 New Year's Day 'observed' HOLIDAY	3 PAYDAY MO #01	4 CLOSE YE 2022	5 LOCK-CLOSE Off-Cycle #01 @ 10:30 am BW # 03 Vouchers Available 12-25-22 - 01-07-23	6 PAYDAY BW #02 Next Period Timesheets Available	7 End of Pay Period
8 Off-Cycle #02 Per.End Bi-weekly 01-06-23 Monthly 01-12-23 FEL 02-03-23	9 Classes Begin Extra MO Encumbrances TIME approvals (approver)	10 TIME approvals (approver)	11 BW Job Pay Flag Off @ 5 pm MO #04 Vouchers Available 01-01-23 - 01-31-23 TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	12 LOCK-CLOSE Off-Cycle #02 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ noon No BW E-DOC Approvals	13 CLOSE BW #03 No Online checks NO TAX ENTRY No BW E-DOC Approvals	14
15 Off-Cycle #03 Per.End Bi-weekly 01-19-23 Monthly 01-19-23 FEL 02-04-23	16 Martin Luther King, Jr. Day HOLIDAY	17 	18 	19 LOCK-CLOSE Off-Cycle #03 @ 10:30 am BW # 05 Vouchers Available 01-08-23 - 01-21-23	20 MO. Job Pay Flag Off @ 5 pm PAYDAY BW #03 Next Period Timesheets Available	21 End of Pay Period
22 Off-Cycle #04 Per.End Bi-weekly 01-20-23 Monthly 02-01-23 FEL 03-01-23	23 MO Pend.Vo. CUTOFF@ 4 pm TIME approvals (approver)	24 No MO E-DOC Approvals TIME approvals (approver)	25 CLOSE MO # 04 No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm No MO E-DOC Approvals	26 BW/HR Pend.Vo.CUTOFF @ 4 pm	27 LOCK-CLOSE Off-Cycle #04 @ 10:30 am No BW E-DOC Approvals	28
29 Off-Cycle #05 Per.End Monthly 02-02-23 FEL 03-02-23	30 CLOSE BW #05 No Online checks NO TAX ENTRY *** No BW Onlines *** No BW E-DOC Approvals	31 LOCK-CLOSE Off-Cycle #05 @ 10:30 am ** No Online Checks after Off-Cycle ** *** No BW Paygroups in Off-Cycle *** *** No BW Onlines *** PAYDAY MO #04				