

JUNE

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
OFF CYCLE #23 PER. END Monthly 06-04-09 Bi-weekly 05-29-09		BW/HR JOB PAY FLAG OFF @ 5 PM	TIME EXTRACT @ 3 PM	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #23 @1 BW/HR PEND.VO. CUTOFF@1 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 05-30-09	CLOSE BW #19 @ 8 am No On-line checks NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 05-30-09	
7	8	9	10	11	12	13
OFF CYCLE #24 PER. END Monthly 06-11-09 Bi-weekly 06-11-09	PRINT BW # 19		CREATE BW # 20 VOUCH. 05-31-09 - 06-13-09 CREATE MO #21 VOUCHERS 06-01-09 - 06-30-09 CHECKS TO MAIL SERVICES	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #24 @1 BW # 20 VOUCH. AVAIL. MO #21 VOUCH. AVAIL.	PAYDAY BW # 19	
14	15	16	17	18	19	20
OFF CYCLE #25 PER. END Monthly 06-18-09 Bi-weekly 06-12-09 FEL 07-02-09		BW/HR JOB PAY FLAG OFF @ 5 PM	MONTHLY JOB PAY FLAG OFF @ 5 PM TIME EXTRACT @ 3 PM	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #25 @1 BW/HR PEND.VO. CUTOFF@1 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 06-13-09	CLOSE BW #20 @ 8am No On-line checks NO TAX ENTRY MO. PEND.VO. CUTOFF@ 1 NO MO. E-DOC APPROV. EFF. DATE BEFORE 06-30-08 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 06-13-09	
21	22	23	24	25	26	27
	CLOSE MO # 21 @ 8 am No On-line checks NO TAX ENTRY NO MO. E-DOC APPROV. EFF. DATE BEFORE 06-30-08 PRINT BW # 20	PRINT MO # 21	CREATE BW # 22 VOUCH. 06-14-09 - 06-27-09 CHECKS TO MAIL SERVICES	BW # 22 VOUCH. AVAIL.	MO. CHECKS TO MAIL SERV. PAYDAY BW # 20	
28	29	30				
OFF CYCLE #26 PER. END Monthly 07-01-09 Bi-weekly 06-26-09 FEL 08-01-09	BW/HR JOB PAY FLAG OFF @ 5 PM	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #26 @1 TIME EXTRACT @ 3 PAYDAY MO # 21				