

# APRIL

PAYROLL DEPARTMENT  
WORK SCHEDULE

# 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>OFF CYCLE # 14 PER.END</p> <p>Monthly 04-03-09 Bi-weekly 04-02-09</p>			<p>1</p> <p>CREATE BW # 12 VOUCH. 03-22-09 - 04-04-09</p> <p>PAYCHECKS TO MAIL SERV.</p>	<p>2</p> <p>LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 14 @1pm</p> <p>BW # 12 VOUCH. AVAIL.</p>	<p>3</p> <p>PAYDAY BW # 11</p>	<p>4</p>
<p>5</p> <p>OFF CYCLE # 15 PER.END</p> <p>Monthly 04-09-09 Bi-weekly 04-03-09</p>	<p>6</p>	<p>7</p> <p>BW/HR JOB PAY FLAG OFF @ 5 PM</p>	<p>8</p> <p>TIME EXTRACT @ 3 PM</p>	<p>9</p> <p>LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 15 @1pm</p> <p>BW/HR PEND.VO. CUTOFF@12</p> <p>NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 04-04-09</p>	<p>10</p> <p>CLOSE BW # 12 @ 8</p> <p>NO ON-LINE CHECKS NO TAX ENTRY CREATE MO # 13 VOUCH. 04-01-09 - 04-30-09</p> <p><b>* GOOD FRIDAY</b> <b>(IUPUI payroll Closed)</b> NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 04-04-09</p>	<p>11</p>
<p>12</p> <p>OFF CYCLE # 16 PER.END</p> <p>Monthly 04-16-09 Bi-weekly 04-16-09</p>	<p>13</p> <p>MO.#13 VOUCH. AVAIL.</p> <p>PRINT BW # 09</p>	<p>14</p>	<p>15</p> <p>CREATE BW # 14 VOUCH. 04-05-09 - 04-18-09</p> <p>CHECKS TO MAIL SERVICES</p>	<p>16</p> <p>LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 16 @1pm</p> <p>BW # 14 VOUCHERS AVAIL.</p>	<p>17</p> <p>PAYDAY BW #12</p>	<p>18</p>
<p>19</p> <p>OFF CYCLE # 17 PER.END</p> <p>Monthly 04-22-09 Bi-weekly 04-17-09 Fellowship 05-02-09</p>	<p>20</p> <p>MO JOB PAY FLAG OFF @ 5 PM</p>	<p>21</p> <p>BW/HR JOB PAY FLAG OFF @ 5 PM</p>	<p>22</p> <p>LOCK OFF CYCLE ADJ. @11:30 CLOSE OFF CYCLE # 17@ 1pm</p> <p>MO PEND.VO. CUTOFF@ 13</p> <p>NO MO. EDOC APPROVALS EFF. DATE BEFORE 04-30-09</p> <p>TIME EXTRACT @ 3 PM</p>	<p>23</p> <p>CLOSE MO # 13 @ 8</p> <p>NO ON-LINE CHECKS NO TAX ENTRY CREATE MO # 15 (AS0) VOUCH. 05-1-09 - 05-11-09</p> <p><b>NO "BW" ON-LINES</b></p> <p>BW/HR PEND.VO. CUTOFF@12 NO MO. EDOC APPROVALS EFF. DATE BEFORE 04-30-09 NO BW/HR EDOC APPROV. EFF. DATE BEFORE 04-18-09</p>	<p>24</p> <p>CLOSE BW # 014 @ 8</p> <p>NO ON-LINE CHECKS NO TAX ENTRY MO #15 (AS0) VOUCH. AVAIL</p> <p>PRINT MO # 13</p> <p>NO BW/HR EDOC APPROV. EFF. DATE BEFORE 04-18-09</p>	<p>25</p>
<p>26</p> <p>OFF CYCLE # 18 PER.END</p> <p>Monthly 05-01-09 Fellowship 06-01-09</p>	<p>27</p> <p><b>NO "BW" ON-LINES</b></p> <p>PRINT BW # 11</p>	<p>28</p> <p><b>NO "BW" ON-LINES</b></p> <p>PAYCHECKS TO MAIL SERV.</p>	<p>29</p> <p>CREATE BW # 16 VOUCH. 04-19-09 - 05-02-09</p> <p><b>NO "BW" ON-LINES</b></p>	<p>30</p> <p>LOCK OFF CYCLE ADJ. @11:30 CLOSE OFF CYCLE # 18@ 1pm</p> <p>MO #15 (AS0) JOB PAY FLAG OFF @ 5 PM</p> <p><b>NO "BW" ON-LINES</b> PAYDAY MO #13</p> <p>BW # 16 VOUCH. AVAIL.</p>	<p>May 1</p> <p><b>NO "BW" ON-LINES</b></p>	