

# FEBRUARY

PAYROLL DEPARTMENT  
WORK SCHEDULE

# 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  OFF CYCLE # 05 PER.END  Monthly 02-05-09 Bi-weekly 02-05-09	2  PRINT BW # 05	3	4  CREATE BW # 06 VOUCH. 01-25-09 - 02-07-09	5  LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 05 @1pm  BW # 06 VOUCH. AVAIL.	6  PAYDAY BW # 05	7
8  OFF CYCLE # 06 PER.END  Monthly 02-12-09 Bi-weekly 02-06-09	9	10  BW/HR JOB PAY FLAG OFF @ 5 PM  CREATE MO # 07 VOUCH. 02-01-09 - 02-28-09	11  TIME EXTRACT @ 3 PM  MO.# 7 VOUCH. AVAIL.	12  LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 06 @1pm  BW/HR PEND.VO. CUTOFF@12  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 02-07-09	13  CLOSE BW # 06 @ 8  NO ON-LINE CHECKS NO TAX ENTRY  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 02-07-09	14
15  OFF CYCLE # 07 PER.END  Monthly 02-19-09 Bi-weekly 02-19-09 Fellowship 03-02-09	16  PRINT BW # 06	17  MO JOB PAY FLAG OFF @ 5 PM	18  CREATE BW # 08 VOUCH. 02-8-09 - 02-21-09	19  LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 07 @1pm  MO PEND.VO. CUTOFF@ 12  BW # 08 VOUCHERS AVAIL.  NO MO. EDOC APPROVALS EFF. DATE BEFORE 02-28-09	20  CLOSE MO # 07 @ 8  NO ON-LINE CHECKS NO TAX ENTRY  PAYDAY BW #06  NO MO. EDOC APPROVALS EFF. DATE BEFORE 02-28-09	21
22  OFF CYCLE # 08 PER.END  Monthly 03-01-09 Bi-weekly 02-20-09 Fellowship 04-01-09	23  PRINT MO # 07	24  BW/HR JOB PAY FLAG OFF @ 5 PM	25  TIME EXTRACT @ 3 PM	26  LOCK OFF CYCLE ADJ. @11:30 CLOSE OFF CYCLE # 08@ 1pm  BW/HR PEND.VO. CUTOFF@12  NO BW/HR EDOC APPROV. EFF. DATE BEFORE 02-21-09	27  CLOSE BW # 08 @ 8  "NO" ON-LINE CHECKS NO TAX ENTRY  PAYDAY MO #07  NO BW/HR EDOC APPROV. EFF. DATE BEFORE 02-21-09	28