

# JANUARY

PAYROLL DEPARTMENT  
WORK SCHEDULE

# 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  <b>HOLIDAY</b>	2  CLOSE BW #02 @ 8am  NO ON-LINE CHECKS NO TAX ENTRY  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 12-27-08  PAYDAY MO # 01	3
4  OFF CYCLE # 01 PER.END  Monthly 01-08-09 Bi-weekly 01-08-09 Fellowships 02-01-09	5  PRINT BW # 02	6	7  CLOSE YEAR END 2008 @ 1  CREATE BW # 03 VOUCH. 12-28-08 - 01-10-09	8  LOCK OFFCYCLE ADJ.@11:30 CLOSE OFF CYCLE # 01 @1pm  BW # 03 VOUCH. AVAIL.	9  CREATE MO # 04 VOUCH. 01-01-09 - 01-31-09  PAYDAY BW # 02	10
11  OFF CYCLE # 02 PER.END  Monthly 01-09-09 Bi-weekly 01-15-09	12  MO # 04 VOUCH. AVAIL.	13  BW/HR JOB PAY FLAG OFF @ 5 PM	14  TIME EXTRACT @ 3 PM	15  LOCK OFFCYCLE ADJ.@11:30 CLOSE OFF CYCLE # 02 @1pm  BW/HR PEND.VO. CUTOFF@ 1  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 01-10-09	16  CLOSE BW #03 @ 8am  NO ON-LINE CHECKS NO TAX ENTRY  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 01-10-09	17
18  OFF CYCLE # 03 PER.END  Monthly 01-22-09 Bi-weekly 01-22-09 Fellowships 02-02-09	19  <b>HOLIDAY (MLK)</b>	20  PRINT BW #03  MONTHLY JOB PAY FLAG OFF @ 5 PM	21  CREATE BW # 05 VOUCH. 01-11-09 - 01-24-09	22  LOCK OFFCYCLE ADJ.@11:30 CLOSE OFF CYCLE # 03 @1pm  MO. PEND. VO. CUTOFF @ 1  NO MO. E-DOC APPROVALS EFF. DATE BEFORE 01-31-09  BW # 05 VOUCH. AVAIL.	23  CLOSE MO #04 @ 8am  NO ON-LINE CHECKS NO TAX ENTRY  NO MO. E-DOC APPROVALS EFF. DATE BEFORE 01-31-09  PAYDAY BW # 03	24
25  OFF CYCLE # 04 PER.END  Monthly 02-01-09 Bi-weekly 01-23-09 Fellowships 03-01-09	26  PRINT MO # 04	27  BW/HR JOB PAY FLAG OFF @ 5 PM	28  TIME EXTRACT @ 3 PM	29  LOCK OFFCYCLE ADJ.@11:30 CLOSE OFF CYCLE # 04@1pm  BW/HR PEND.VO. CUTOFF@ 1  NO BW/HR E-DOC APPROVALS EFF. DATE BEFORE 01-24-09	30  CLOSE BW #05 @ 8am  NO ON-LINE CHECKS NO TAX ENTRY  NO BW/HR E-DOC APPROVALS EFF. DATE BEFORE 01-24-09  PAYDAY MO # 04	31