

JANUARY

TIMEKEEPING WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY BW 8 hrs. HOL. pre-loaded on the timesheet	2	3
4	5	6	7	8 E-docs completed	9 Complete Timesheet New Timesheets available Per: 01/11/09 - 01/24/09 BW/HR Payday	10 Complete Timesheet Pay Period Ends Timesheets roll for approvals @ midnight.
11 Timesheets available for approval	12 Approvals Supervisor - Processors	13 Approvals Supervisor - Processors	14 All TIME approvals completed by 3pm today. TIME EXTRACT-3pm	15 TIME hours roll to payroll vouch. * Review your voucher by 12:00 noon cutoff & make any corrections.	16	17
18	19 HOLIDAY (MLK) BW 8 hrs. HOL. pre-loaded on the timesheet	20	21	22 E-docs completed	23 Complete Timesheet New Timesheets available Per: 01/25/09 - 02/07/09 BW/HR Payday	24 Complete Timesheet Pay Period Ends Timesheets roll for approvals @ midnight.
25 Timesheets available for approval	26 Approvals Supervisor - Processors	27 Approvals Supervisor - Processors	28 All TIME approvals completed by 3pm today. TIME EXTRACT-3pm	29 TIME hours roll to payroll vouch. * Review your voucher by 12:00 noon cutoff & make any corrections.	30	31