

JULY

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

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