

# MAY

PAYROLL DEPARTMENT  
WORK SCHEDULE

# 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  NO ASO ON-LINES  PAYDAY BW # 14	2
3  OFF CYCLE # 19 PER.END  Monthly 05-07-09 Bi-weekly 05-01-09 ASO 05-12-09	4  MO PEND.VO. CUTOFF@ 12  NO ASO ON-LINES	5  CLOSE MO # 15 ASO @ 8 am NO ON-LINE CHECKS NO TAX ENTRY  BW/HR JOB PAY FLAG OFF @ 5 PM	6  TIME EXTRACT @ 3 PM	7  LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 19 @1pm  BW/HR PEND.VO. CUTOFF@12  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 05-02-09	8  CLOSE BW # 16 @ 8 NO ON-LINE CHECKS NO TAX ENTRY  CREATE MO # 17 VOUCH. 05-01-09 - 05-31-09  NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 05-02-09	9
10  OFF CYCLE # 20 PER.END  Monthly 05-14-09 Bi-weekly 05-14-09	11  PAYDAY MO #15 ASO  MO.#17 VOUCH. AVAIL.  PRINT BW # 16	12	13  CREATE BW # 18 VOUCH. 05-03-09 - 05-16-09  CHECKS TO MAIL SERV.	14  LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 20 @1pm  BW # 18 VOUCHERS AVAIL.	15  PAYDAY BW #16	16
17  OFF CYCLE # 21 PER.END  Monthly 05-20-09 Bi-weekly 05-15-09 Fellowship 06-02-09	18  MO JOB PAY FLAG OFF @ 5 PM	19  BW/HR JOB PAY FLAG OFF @ 5 PM	20  LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 21@1  MO PEND.VO. CUTOFF@ 12  NO MO. EDOC APPROVALS EFF. DATE BEFORE 05-31-09  TIME EXTRACT @ 3 PM	21  CLOSE MO # 017 @ 8 NO ON-LINE CHECKS NO TAX ENTRY BW/HR PEND.VO. CUTOFF@12  NO MO. EDOC APPROVALS EFF. DATE BEFORE 05-31-09  NO BW/HR EDOC APPROV. EFF. DATE BEFORE 05-16-09	22  CLOSE BW # 018 @ 8 NO ON-LINE CHECKS NO TAX ENTRY  PRINT MO # 17  NO BW/HR EDOC APPROV. EFF. DATE BEFORE 05-16-09	23
24  OFF CYCLE # 22 PER.END  Monthly 06-01-09 Bi-weekly 05-28-09 Fellowship 07-01-09	25  MEMORIAL DAY HOLIDAY	26  PRINT BW # 18	27  CREATE BW # 19 VOUCH. 05-17-09 - 05-30-09  CHECKS TO MAIL SERV.	28  BW # 19 VOUCH. AVAIL.	29  LOCK OFF CYCLE ADJ.@11:30 CLOSE OFF CYCLE # 22@1  PAYDAY MO #17 PAYDAY BW #18	30
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