

NOVEMBER

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|--|--|--|--|----------|
| 1 OFF CYCLE #45 PER. END Monthly 11-05-09 Bi-weekly 10-30-09 | 2 | 3 BW/HR JOB PAY FLAG OFF @ 5 PM | 4 TIME EXTRACT @ 3 PM | 5 LOCK OFF-CYCLE ADJ.@11:30 CLOSE OFFCYCLE #45 @1 BW/HR PEND.VO.CUTOFF@12 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 10-31-09 | 6 CLOSE BW #36 @ 8am <i>No On-line checks</i> NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 10-31-09 | 7 |
| 8 OFF CYCLE #46 PER. END Monthly 11-12-09 Bi-weekly 11-12-09 | 9 PRINT BW # 36 | 10 CREATE MO. # 38 VOUCH. 11-01-09 - 11-30-09 | 11 CREATE BW # 37 VOUCH. 11-01-09 - 11-14-09 checks to mail services MO #38 VOUCH. AVAIL. | 12 LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #46@1 BW #37 VOUCH. AVAIL. | 13 PAYDAY BW # 36 | 14 |
| 15 OFF CYCLE #47 PER. END Monthly 11-18-09 Bi-weekly 11-13-09 FEL 12-02-09 | 16 BW/HR JOB PAY FLAG OFF @ 5 PM | 17 MO. JOB PAY FLAG OFF @5 PM TIME EXTRACT @ "5" PM | 18 LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #47 @1 BW/HR PEND.VO. CUTOFF@12 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 11-14-09 | 19 CLOSE BW #37 @ 8am <i>No On-line checks</i> NO TAX ENTRY MO. PEND.VO. CUTOFF@12 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 11-14-09 NO MO. E-DOC APPROV. EFF. DATE BEFORE 11-30-09 | 20 CLOSE MO # 38 @ 8 am <i>No On-line checks</i> NO TAX ENTRY NO MO. E-DOC APPROV. EFF. DATE BEFORE 11-30-09 PRINT BW # 37 | 21 |
| 22 OFF CYCLE #48 PER. END Monthly 12-01-09 Bi-weekly 11-26-09 FEL 01-01-10 | 23 checks to mail services PRINT MO # 38 | 24 | 25 CREATE BW # 39 VOUCH. 11-15-09 - 11-28-09 PAYDAY BW # 37 | 26 THANKSGIVING HOLIDAY | 27 THANKSGIVING HOLIDAY | 28 |
| 29 | 30 LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #48@1 CREATE MO. # 40 (AS0)VO. 12-01-09 - 12-31-09 PAYDAY MO # 38 BW #39 VOUCH. AVAIL. | | | | | |