

OCTOBER

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>OFF CYCLE #40 PER. END</p> <p>Monthly 10-02-09 Bi-weekly 10-01-09</p>				<p>1</p> <p>PAYDAY BW # 32 BW #33 VOUCH. AVAIL.</p>	<p>2</p> <p>LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #40@1</p>	<p>3</p>
<p>4</p> <p>OFF CYCLE #41 PER. END</p> <p>Monthly 10-08-09 Bi-weekly 10-02-09</p>	<p>5</p>	<p>6</p> <p>BW/HR JOB PAY FLAG OFF @ 5 PM</p>	<p>7</p> <p>TIME EXTRACT @ 3 PM</p>	<p>8</p> <p>LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #41 @1</p> <p>NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 10-03-09</p> <p>BW/HR PEND.VO. CUTOFF@12</p>	<p>9</p> <p>CLOSE BW #33 @ 8am No On-line checks NO TAX ENTRY</p> <p>NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 10-03-09</p> <p>CREATE MO. # 35 VOUCH. 10-01-09 - 10-31-09</p>	<p>10</p>
<p>11</p> <p>OFF CYCLE #42 PER. END</p> <p>Monthly 10-15-09 Bi-weekly 10-15-09</p>	<p>12</p> <p>MO #35 VOUCH. AVAIL. PRINT BW #33</p>	<p>13</p>	<p>14</p> <p>checks to mail services CREATE BW # 34 VOUCH. 10-04-09 - 10-17-09</p>	<p>15</p> <p>LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #42 @1 BW #34 VOUCH. AVAIL.</p>	<p>16</p> <p>PAYDAY BW # 33</p>	<p>17</p>
<p>18</p> <p>OFF CYCLE #43 PER. END</p> <p>Monthly 10-22-09 Bi-weekly 10-16-09 FEL 11-02-09</p>	<p>19</p>	<p>20</p> <p>BW/HR JOB PAY FLAG OFF @ 5 PM</p>	<p>21</p> <p>MO. JOB PAY FLAG OFF @5 PM TIME EXTRACT @ 3 PM</p>	<p>22</p> <p>LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #43@ 1 BW/HR PEND.VO. CUTOFF@12</p> <p>NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 10-17-09</p>	<p>23</p> <p>CLOSE BW #34 @ 8am No On-line checks NO TAX ENTRY MO. PEND.VO. CUTOFF@12</p> <p>NO MO. E-DOC APPROV. EFF. DATE BEFORE 10-31-09</p> <p>NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 10-17-09</p>	<p>24</p>
<p>25</p> <p>OFF CYCLE #44 PER. END</p> <p>Monthly 11-01-09 Bi-weekly 10-29-09 FEL 12-01-09</p>	<p>26</p> <p>CLOSE MO # 35 @ 8 am No On-line checks NO TAX ENTRY</p> <p>NO MO. E-DOC APPROV. EFF. DATE BEFORE 10-31-09</p> <p>PRINT BW # 34</p>	<p>27</p> <p>PRINT MO # 35</p>	<p>28</p> <p>checks to mail services CREATE BW # 36 VOUCH. 10-18-09 - 10-31-09</p>	<p>29</p> <p>BW #36 VOUCH. AVAIL.</p>	<p>30</p> <p>LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #44@ 1</p> <p>PAYDAY BW # 34 PAYDAY MO # 35</p>	<p>31</p>