

MAY**PAYROLL DEPARTMENT WORK SCHEDULE****2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle #20 Per.End Bi-weekly 04-26-24 Monthly 05-03-24 AS0 05-07-24 FEL 06-03-24			1 Spring Exams BW Job Pay Flag Off @ 5 pm CLOSE MO # 15 (AS0) No Online checks NO TAX ENTRY TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	2 Spring Exams BW/HR Pend.Vo.CUTOFF @ 4 pm	3 Spring Exams LOCK-CLOSE Off-Cycle #20 @ 10:30 am No BW E-DOC Approvals	4 Graduation
5 Off-Cycle #21 Per.End Bi-weekly 05-09-24 Monthly 05-09-24 FEL 06-04-24	6 CLOSE BW #16 No Online checks NO TAX ENTRY PAYDAY MO # 15 (AS0) No BW E-DOC Approvals	7 Classes Begin	8 Extra MO Encumbrances	9 LOCK-CLOSE Off-Cycle #21 @ 10:30 am BW # 17 Vouchers Available 04-28-24 - 05-11-24	10 PAYDAY BW #16 Next Period Timesheets Available	11 End of Pay Period
12 Off-Cycle #22 Per.End Bi-weekly 05-10-24 Monthly 05-17-24 FEL 06-05-24	13 MO #18 Vouchers Available 05-01-24 - 05-31-24 TIME approvals (approver)	14 TIME approvals (approver)	15 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	16 BW/HR Pend.Vo.CUTOFF @ 4 pm	17 LOCK-CLOSE Off-Cycle #22 @ 10:30 am No BW E-DOC Approvals	18
19 Off-Cycle #23 Per.End Bi-weekly 05-23-24 Monthly 05-23-24 FEL 06-06-24	20 CLOSE BW #17 No Online checks NO TAX ENTRY No BW E-DOC Approvals	21 MO. Job Pay Flag Off @ 5 pm	22 MO Pend.Vo. CUTOFF@ 4 pm	23 LOCK-CLOSE Off-Cycle #23 @ 10:30 am BW # 19 Vouchers Available 05-12-24 - 05-25-24 No MO E-DOC Approvals	24 CLOSE MO # 18 No Online checks NO TAX ENTRY No MO E-DOC Approvals PAYDAY BW #17 Next Period Timesheets Available	25 End of Pay Period
26 Off-Cycle #24 Per.End Bi-weekly 05-24-24 Monthly 06-01-24 FEL 07-01-24	27 Memorial Day HOLIDAY TIME approvals (approver)	28 TIME approvals (approver)	29 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	30 BW/HR Pend.Vo.CUTOFF @ 4 pm	31 LOCK-CLOSE Off-Cycle #24 @ 10:30 am ** No Online Checks after Off-Cycle ** PAYDAY MO #18 No BW E-DOC Approvals	