

DECEMBER

PAYROLL DEPARTMENT WORK SCHEDULE

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Off-Cycle #51 Per.End Bi-weekly 12-05-24 Monthly 12-05-24 FEL 01-03-25	2 BW/HR Pend.Vo.CUTOFF @ noon MO #40 (AS0) Vouchers Available 12-01-24 - 12-31-24 No BW E-DOC Approvals	3 CLOSE BW #39 No Online checks NO TAX ENTRY No BW E-DOC Approvals	4	5 LOCK-CLOSE Off-Cycle #51 @ 10:30 am BW # 41 Vouchers Available 11-24-24 - 12-07-24	6 PAYDAY BW #39 Next Period Timesheets Available	7 End of Pay Period
8 Off-Cycle #52 Per.End Bi-weekly 12-06-24 Monthly 12-12-24 FEL 01-04-25	9 Extra MO Encumbrances TIME approvals (approver)	10 TIME approvals (approver)	11 BW Job Pay Flag Off @ 5 pm MO. AS0 Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	12 LOCK-CLOSE Off-Cycle #52 @ 10:30 am BW/HR Pend.Vo.CUTOFF @ 4 pm MO AS0 Pend.Vo. CUTOFF@ noon	13 CLOSE MO # 40 (AS0) No Online checks NO TAX ENTRY No BW E-DOC Approvals	14
15 Off-Cycle #53 Per.End Bi-weekly 12-19-24 Monthly 12-19-24 AS0 01-01-25 FEL 01-05-25	16 Fall Exams CLOSE BW #41 No Online checks NO TAX ENTRY MO #01 Vouchers Available 12-01-24 - 12-31-24 No BW E-DOC Approvals	17 Fall Exams	18 Fall Exams	19 Fall Exams LOCK-CLOSE Off-Cycle #53 @ 10:30 am	20 Fall Exams PAYDAY MO # 40 (AS0) PAYDAY BW #41 Next Period Timesheets Available	21 End of Pay Period Graduation
22 Off-Cycle #54 Per.End Bi-weekly 12-20-24	23 MO. Job Pay Flag Off @ 5 pm TIME approvals (approver)	24 MO Pend.Vo. CUTOFF@ noon TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	25 Christmas Day HOLIDAY No MO E-DOC Approvals	26 CLOSE MO # 01 No Online checks NO TAX ENTRY BW Job Pay Flag Off @ 5 pm *** No MO Onlines *** No MO E-DOC Approvals	27 LOCK-CLOSE Off-Cycle #54 @ 10:30 am *** No MO Paygroups in Off-Cycle *** ** No Online Checks after Off-Cycle ** BW/HR Pend.Vo.CUTOFF @ noon *** No MO Onlines *** No BW E-DOC Approvals	28
29	30 CLOSE BW #02 No Online checks NO TAX ENTRY *** No MO Onlines *** *** No BW Onlines *** No BW E-DOC Approvals	31				