March PAYROLL DEPARTMENT WORK SCHEDULE 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 LOCK-CLOSE Off-Cycle #11 @ 10:30 am **PAYDAY BW #08** Next Period Timesheets Available	**2** End of Pay Period
3 Off-Cycle #11 Per.End Bi-weekly 02-28-24 Monthly 03-02-24 FEL 04-02-24						
Off-Cycle #12 Per.End Bi-weekly 03-01-24 Monthly 03-08-24 FEL 04-03-24	**4** TIME approvals (approver)	**5** TIME approvals (approver)	**6** **BW Job Pay Flag Off @ 5 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**7** **BW/HR Pend.Vo.CUTOFF @ 4 pm**	**8** LOCK-CLOSE Off-Cycle #12 @ 10:30 am **Extra MO Encumbrances** No BW E-DOC Approvals	**9**
10 Off-Cycle #13 Per.End Bi-weekly 03-14-24 Monthly 03-14-24 FEL 04-04-24	**11** Spring Break **CLOSE BW #09** **No Online checks** **NO TAX ENTRY** **MO #10 Vouchers Available** 03-01-24 - 03-31-24 No BW E-DOC Approvals	**12** Spring Break	**13** Spring Break	**14** Spring Break LOCK-CLOSE Off-Cycle #13 @ 10:30 am **BW # 11 Vouchers Available** 03-03-24 - 03-16-24	**15** Spring Break **PAYDAY BW #09** Next Period Timesheets Available	**16** End of Pay Period
17 Off-Cycle #14 Per.End Bi-weekly 03-15-24 Monthly 03-21-24 FEL 04-05-24	**18** TIME approvals (approver)	**19** **MO. Job Pay Flag Off @ 5 pm** TIME approvals (approver)	**20** **BW Job Pay Flag Off @ 5 pm** **MO Pend.Vo. CUTOFF@ 4 pm** **TIME EXTRACT @ 3 pm** Time - Proc.Final Approvals by 3pm	**21** LOCK-CLOSE Off-Cycle #14 @ 10:30 am **BW/HR Pend.Vo.CUTOFF @ 4 pm** No MO E-DOC Approvals	**22** **CLOSE MO # 10** **No Online checks** **NO TAX ENTRY** No MO E-DOC Approvals No BW E-DOC Approvals	**23**
24 Off-Cycle #15 Per.End Bi-weekly 03-28-24 Monthly 04-01-24 FEL 05-01-24 **31**	**25** **CLOSE BW #11** **No Online checks** **NO TAX ENTRY** No BW E-DOC Approvals	**26**	**27**	**28** **BW # 12 Vouchers Available** 03-17-24 - 03-30-24	**29** LOCK-CLOSE Off-Cycle #15 @ 10:30 am ** No Online Checks after Off-Cycle ** **PAYDAY BW #11** **PAYDAY MO #10** Next Period Timesheets Available	**30** End of Pay Period