

# DECEMBER

## PAYROLL DEPARTMENT WORK SCHEDULE

# 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>1</b>  MO #40 (AS0) Vouchers Available 12-01-23 - 12-31-23  No BW E-DOC Approvals	<b>2</b>
<b>3</b> Off-Cycle #52 Per.End Bi-weekly 12-07-23 Monthly 12-07-23 FEL 01-02-24	<b>4</b>  CLOSE BW #39  No Online checks  NO TAX ENTRY  No BW E-DOC Approvals	<b>5</b>	<b>6</b>	<b>7</b> LOCK-CLOSE Off-Cycle #52 @ 10:30 am  MO. AS0 Job Pay Flag Off @ 5 pm  BW # 41 Vouchers Available 11-26-23 - 12-09-23	<b>8</b>  Extra MO Encumbrances  MO AS0 Pend.Vo. CUTOFF@ noon  PAYDAY BW #39  Next Period Timesheets Available	<b>9</b> End of Pay Period
<b>10</b> Off-Cycle #53 Per.End Bi-weekly 12-08-23 Monthly 12-15-23 AS0 01-01-24 FEL 01-03-24	<b>11</b> Fall Exams  CLOSE MO # 40 (AS0)  No Online checks  NO TAX ENTRY  TIME approvals ( approver )	<b>12</b> Fall Exams  MO #01 Vouchers Available 12-01-23 - 12-31-23  TIME approvals ( approver )	<b>13</b> Fall Exams  BW Job Pay Flag Off @ 5 pm  TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	<b>14</b> Fall Exams  BW/HR Pend.Vo.CUTOFF @ 4 pm	<b>15</b> Fall Exams LOCK-CLOSE Off-Cycle #53 @ 10:30 am  PAYDAY MO # 40 (AS0) No BW E-DOC Approvals	<b>16</b> Graduation
<b>17</b> Off-Cycle #54 Per.End Bi-weekly 12-21-23 Monthly 12-21-23 AS0 01-02-24 FEL 01-04-24	<b>18</b>  CLOSE BW #41  No Online checks  NO TAX ENTRY  No BW E-DOC Approvals	<b>19</b>	<b>20</b>	<b>21</b> LOCK-CLOSE Off-Cycle #54 @ 10:30 am  BW # 02 Vouchers Available 12-10-23 - 12-23-23	<b>22</b>  MO. Job Pay Flag Off @ 5 pm  PAYDAY BW #41  Next Period Timesheets Available	<b>23</b> End of Pay Period
<b>24</b> Off-Cycle #55 Per.End Biweekly 12-22-23	<b>25</b>  Christmas Day  <b>HOLIDAY</b>	<b>26</b>  Winter Break  <b>HOLIDAY</b>  MO Pend.Vo. CUTOFF@ noon  TIME approvals ( approver )  No MO E-DOC Approvals	<b>27</b>  Winter Break  <b>HOLIDAY</b>  CLOSE MO # 01 No Online checks NO TAX ENTRY *** No MO Onlines *** BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm  No MO E-DOC Approvals	<b>28</b>  Winter Break  <b>HOLIDAY</b>  LOCK-CLOSE Off-Cycle #55 @ 10:30 am ** No Online Checks after Off-Cycle ** *** No MO Paygroups in Off-Cycle *** *** No MO Onlines *** BW/HR Pend.Vo.CUTOFF @ noon  No BW E-DOC Approvals	<b>29</b>  Winter Break  <b>HOLIDAY</b>  CLOSE BW #02 No Online checks NO TAX ENTRY *** No MO Onlines ***  No BW E-DOC Approvals	<b>30</b>
<b>31</b>	TIME approvals ( approver )	No MO E-DOC Approvals	No MO E-DOC Approvals	No BW E-DOC Approvals	No BW E-DOC Approvals	