

AUGUST

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 OFF CYCLE #31 PER. END Monthly 08-06-09 Bi-weekly 08-06-09	3 PRINT BW # 25	4	5 checks to mail services CREATE BW # 26 VOUCH. 07-26-09 - 08-08-09	6 LOCK OFFCYCLE ADJ. @11:30 CLOSE OFFCYCLE #31 @1 BW #26 VOUCH. AVAIL.	7 PAYDAY BW # 25	8
9 OFF CYCLE #32 PER. END Monthly 08-13-09 Bi-weekly 08-07-09	10 CREATE MO #27 VOUCHERS 08-01-09 - 08-31-09	11 BW/HR JOB PAY FLAG OFF @ 5 PM MO #27 VOUCH. AVAIL.	12 TIME EXTRACT @ 3 PM	13 LOCK OFFCYCLE ADJ. @11:30 CLOSE OFFCYCLE #32 @1 BW/HR PEND.VO. CUTOFF@1 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 08-08-09	14 CLOSE BW #26 @ 8am No On-line checks NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 08-08-09	15
16 OFF CYCLE #33 PER. END Monthly 08-20-09 Bi-weekly 08-20-09 FEL 09-02-09	17 MONTHLY JOB PAY FLAG OFF @5 PM PRINT BW # 26	18	19 LOCK OFFCYCLE ADJ. @11:30 CLOSE OFFCYCLE #33 @ 1 MO. PEND.VO. CUTOFF@1 NO MO. E-DOC APPROV. EFF. DATE BEFORE 08-31-09 CREATE BW # 28 VOUCH. 08-09-09 - 08-22-09	20 CLOSE MO # 27 @ 8 am (NO AS0 paygroup) No On-line checks NO TAX ENTRY NO MO. E-DOC APPROV. EFF. DATE BEFORE 08-31-09 BW #28 VOUCH. AVAIL.	21 PRINT MO #27 PAYDAY BW # 26	22
23 OFF CYCLE #34 PER. END Monthly 09-01-09 Bi-weekly 08-21-09 FEL 10-01-09 AS0 08-27-09	24	25 BW/HR JOB PAY FLAG OFF @ 5 PM CREATE MO #29 (AS0) VOUCH. 08-01-09 - 08-31-09	26 checks to mail services TIME EXTRACT @ 3 PM MO #29 (AS0) VOUCH. AVAIL.	27 LOCK OFFCYCLE ADJ. @11:30 CLOSE OFFCYCLE #34 @1 BW/HR PEND.VO. CUTOFF@1 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 08-22-09	28 CLOSE BW #28@ 8am No On-line checks NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 08-22-09	29
30	31 No On-line checks PAYDAY MO #27 PRINT BW # 28					