

DECEMBER

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OFF CYCLE #49 PER. END Monthly 12-03-09 Bi-weekly 11-27-09		1 BW/HR JOB PAY FLAG OFF @ 5 PM MO # 40 (AS0) Vo. Avail.	2 TIME EXTRACT @ 3 PM	3 LOCK OFF-CYCLE ADJ. @11:30 CLOSE OFFCYCLE #49 @1 BW/HR PEND.VO.CUTOFF@12 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 11-28-09	4 CLOSE BW #39 @ 8am <i>No On-line checks</i> NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 11-28-09	5
OFF CYCLE #50 PER. END Monthly 12-10-09 Bi-weekly 12-10-09	7 Print BW # 39	8 MO . (AS0) JOB PAY FLAG OFF @5 PM	9 CREATE BW # 41 VOUCH. 11-29-09 - 12-12-09 checks to mail services	10 LOCK OFF-CYCLE ADJ.@11:30 CLOSE OFFCYCLE #50@1 MO#40 PEND.VO.CUTOFF@12 NO MO. E-DOC APPROV. EFF. DATE BEFORE 12-31-09 BW #41 VOUCH. AVAIL.	11 CLOSE MO # 40 (AS0)@ 8 <i>No On-line checks</i> NO TAX ENTRY NO MO. E-DOC APPROV. EFF. DATE BEFORE 12-31-09 CREATE MO. #01 VOUCH. 12-01-09 - 12-31-09 PAYDAY BW # 39	12
OFF CYCLE #51 PER. END Monthly 12-17-09 Bi-weekly 12-11-09 AS0 1-1-2010	14 MO #01 VOUCH. AVAIL. Print MO #40	15 BW/HR JOB PAY FLAG	16 TIME EXTRACT @ 3 PM	17 LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #51 @1 BW/HR PEND.VO.CUTOFF@12 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 12-12-09	18 CLOSE BW #41 @ 8am <i>No On-line checks</i> NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 12-12-09 MO # 40 (AS0) PAYDAY	19
OFF CYCLE #52 PER. END Monthly 12-23-09 Bi-weekly 12-23-09 AS0 01-02-10 FEL 01-02-10	21 MO. JOB PAY FLAG OFF @5 PM PRINT BW # 41	22 Checks to mail service	23 LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #52@1 MO. PEND.VO. CUTOFF@12 NO MO. E-DOC APPROV. EFF. DATE BEFORE 12-31-09 CREATE BW # 02 VOUCH. 12-13-09 - 12-26-09	24 CLOSE MO #01 @ 8 am <i>No On-line checks</i> NO TAX ENTRY NO MO. E-DOC APPROV. EFF. DATE BEFORE 12-31-09 PAYDAY BW # 41 BW #02 VOUCH. AVAIL.	25 HOLIDAY	26
OFF CYCLE #53 PER. END Bi-weekly 12-25-09	28 BW/HR JOB PAY FLAG @ 5 <i>No Monthly On-line cks</i>	29 TIME EXTRACT @ 5 PM <i>No Monthly On-line cks</i> PRINT MO # 01	30 LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #53 @1 <i>No "MONTHLY" pay groups</i> <i>No On-line checks-PM</i> BW/HR PEND.VO.CUTOFF@12 checks to mail serv. NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 12-26-09 <i>No Monthly On-line cks</i>	31 CLOSE BW #02 @ 8am <i>No On-line checks</i> NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 12-26-09 <i>No Monthly On-line cks</i>	January 1 HOLIDAY	2