

MARCH

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 OFF CYCLE # 09 PER.END Monthly 03-05-09 Bi-weekly 03-05-09	2 PRINT BW # 08	3	4 CREATE BW # 09 VOUCH. 02-22-09 - 03-07-09 PAYCHECKS TO MAIL SERV.	5 LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 09 @1pm BW # 09 VOUCH. AVAIL.	6 PAYDAY BW # 08	7
8 OFF CYCLE # 10 PER.END Monthly 03-12-09 Bi-weekly 03-06-09	9	10 BW/HR JOB PAY FLAG OFF @ 5 PM CREATE MO # 10 VOUCH. 03-01-09 - 03-31-09	11 TIME EXTRACT @ 3 PM MO.#10 VOUCH. AVAIL.	12 LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 10 @1pm BW/HR PEND.VO. CUTOFF@12 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 03-07-09	13 CLOSE BW # 09 @ 8 NO ON-LINE CHECKS NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 03-07-09	14
15 OFF CYCLE # 11 PER.END Monthly 03-19-09 Bi-weekly 03-19-09 Fellowship 04-02-09	16 PRINT BW # 09	17 MO JOB PAY FLAG OFF @ 5 PM	18 CREATE BW # 11 VOUCH. 03-8-09 - 03-21-09 PAYCHECKS TO MAIL SERV.	19 LOCK OFF CYCLE ADJ.@ 11:30 CLOSE OFF CYCLE # 11 @1pm MO PEND.VO. CUTOFF@ 12 BW # 11 VOUCHERS AVAIL. NO MO. EDOC APPROVALS EFF. DATE BEFORE 03-31-09	20 CLOSE MO # 10 @ 8 NO ON-LINE CHECKS NO TAX ENTRY PAYDAY BW #09 NO MO. EDOC APPROVALS EFF. DATE BEFORE 03-31-09	21
22 OFF CYCLE # 12 PER.END Monthly 04-01-09 Bi-weekly 03-20-09 Fellowship 05-01-09	23 PRINT MO # 10	24 BW/HR JOB PAY FLAG OFF @ 5 PM	25 TIME EXTRACT @ 3 PM	26 LOCK OFF CYCLE ADJ. @11:30 CLOSE OFF CYCLE # 12@ 1pm BW/HR PEND.VO. CUTOFF@12 PAYCHECKS TO MAIL SERV. NO BW/HR EDOC APPROV. EFF. DATE BEFORE 03-21-09	27 CLOSE BW # 011 @ 8 "NO" ON-LINE CHECKS NO TAX ENTRY NO BW/HR EDOC APPROV. EFF. DATE BEFORE 03-21-09	28
29 OFF CYCLE # 13 PER.END Monthly 04-02-09	30 NO "BW" ON-LINES PRINT BW # 11	31 LOCK OFF CYCLE ADJ. @11:30 NO "BW" Pay Groups CLOSE OFF CYCLE # 13@ 1pm NO "BW" ON-LINES PAYDAY MO #10	April 1 CREATE BW # 12 VOUCH. 03-22-09 - 04-04-09 PAYCHECKS TO MAIL SERV.			