

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Off-Cycle # 27 Per.End Monthly 07-03-14 Bi-weekly 07-03-14		1 	2 Create BW # 23 Vouchers 06-22-14 - 07-05-14	3 LOCK Off-Cycle Adj.@ 11:30 am CLOSE Off-Cycle #27 @ 1 pm PAYDAY BW # 22 BW # 23 Vouchers Available	4 Next Period Timesheets Available HOLIDAY	5 End of Pay Per.
6 Off-Cycle # 28 Per.End Monthly 07-11-14 Bi-weekly 07-04-14	7 TIME approvals (approver)	8 TIME approvals (approver)	9 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	10 BW/HR. Pend.Vo. Cutoff @ 4 pm Create MO # 24 Vouchers 07-01-14 - 07-31-14	11 LOCK Off-Cycle Adj.@ 11:30 am CLOSE Off-Cycle #28 @ 1 pm MO # 24 Vouchers Available No BW/HR E-DOC Approv. Eff. Date BEFORE 07-05-14	12
13 Off-Cycle # 29 Per.End Monthly 07-17-14 Bi-weekly 07-17-14	14 CLOSE BW # 23 @ 8 am No On-line checks NO TAX ENTRY No BW/HR E-DOC Approv. Eff. Date BEFORE 07-05-14	15	16 Create BW # 25 Vouchers 07-06-14 - 07-19-14	17 LOCK Off-Cycle Adj.@ 11:30 am CLOSE Off-Cycle #29 @ 1 pm BW # 25 Vouchers Available	18 Next Period Timesheets Available PAYDAY BW # 23	19 End of Pay Per.
20 Off-Cycle # 30 Per.End Monthly 07-24-14 Bi-weekly 07-18-14 FEL 08-02-14	21 TIME approvals (approver)	22 MO Job Pay Flag Off @ 5 pm TIME approvals (approver)	23 MO. Pend.Vo. Cutoff @ 4 pm BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	24 LOCK Off-Cycle Adj.@ 11:30 am CLOSE Off-Cycle #30 @ 1 pm BW/HR. Pend.Vo. Cutoff @ 4 pm No MO. E-DOC Approv. Eff. Date BEFORE 07-31-14	25 CLOSE MO # 24 @ 8 am No On-line checks NO TAX ENTRY No MO. E-DOC Approv. Eff. Date BEFORE 07-31-14 No BW/HR E-DOC Approv. Eff. Date BEFORE 07-19-14	26
27 Off-Cycle # 31 Per.End Monthly 08-01-14 FEL 09-01-14	28 CLOSE BW # 25 @ 8 am No On-line checks NO TAX ENTRY No BW/HR E-DOC Approv. Eff. Date BEFORE 07-19-14	29 NO... BW online checks	30 NO... BW online checks Create BW # 26 Vouchers 07-20-14 - 08-02-14	31 LOCK Off-Cycle Adj.@ 11:30 am CLOSE Off-Cycle #31 @ 1 pm ** NO BW pay groups NO... BW online checks BW # 26 Vouchers Available PAYDAY MO # 24		