### Payroll Department Work Schedule - June 2016

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Cycle #22 Per-End</td>
<td>Off-Cycle #23 Per-End</td>
<td>Off-Cycle #24 Per-End</td>
<td>Off-Cycle #25 Per-End</td>
<td>Bi-weekly 06-02-16</td>
<td>Bi-weekly 06-03-16</td>
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<td>Bi-weekly 06-16-16</td>
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**2016**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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**Notes:**
- **OFF-CYCLE #22** Per-End
- **OFF-CYCLE #23** Per-End
- **OFF-CYCLE #24** Per-End
- **OFF-CYCLE #25** Per-End

**Important Dates:**
- **05-22-16 - 06-04-16** PAYDAY BW #18
- **06-02-16** Bi-weekly
- **06-10-16** Extra MO Encumbrances
- **06-05-16 - 06-18-16** No online checks
- **06-05-16 - 06-18-16** No BW/HR E-DOC Approved
- **06-05-16 - 06-18-16** No MO E-DOC Approved
- **06-04-16** Eff. Date BEFORE
- **06-18-16** Eff. Date BEFORE
- **06-04-16** End of Pay Period
- **06-18-16** End of Pay Period

**Additional Information:**
- Payday BW #18
- Payday MO #20
- Payday MO #21
- Payday MO #20

**Time Approvals:**
- **TIME EXTRACT @ 3 pm**
- **TIME approvals (approver)**

**Closing Dates:**
- **LOCK-CLOSE Off-Cycle #22 @ 10:30 am**
- **LOCK-CLOSE Off-Cycle #23 @ 10:30 am**
- **LOCK-CLOSE Off-Cycle #24 @ 10:30 am**
- **LOCK-CLOSE Off-Cycle #25 @ 10:30 am**

**Pay Periods:**
- **06-02-16 - 06-04-16**
- **06-02-16 - 06-16-16**
- **06-02-16 - 06-30-16**
- **06-02-16 - 07-02-16**

**Miscellaneous:**
- **No BW Paygroups**
- **No BW Onlines**
- **No BW Onlines**
- **No BW Onlines**