<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 #49 Per End</td>
<td>Off-Cycle #50 Per End</td>
<td>Off-Cycle #51 Per End</td>
<td>Off-Cycle #52 Per End</td>
<td>Off-Cycle #53 Per End</td>
<td>Off-Cycle #54 Per End</td>
<td>Off-Cycle #55 Per End</td>
</tr>
<tr>
<td>Bi-weekly 12-01-16</td>
<td>Bi-weekly 12-02-16</td>
<td>Bi-weekly 12-15-16</td>
<td>Bi-weekly 12-16-16</td>
<td>Christmas Day 12-25-16</td>
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<tr>
<td>Monthly 12-02-16</td>
<td>Monthly 12-03-16</td>
<td>Monthly 12-16-16</td>
<td>Monthly 12-17-16</td>
<td>Bi-weekly 12-29-16</td>
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</tr>
<tr>
<td><strong>LOCK-CLOSE Off-Cycle #49 @ 10:30 am</strong></td>
<td><strong>LOCK-CLOSE Off-Cycle #50 @ 10:30 am</strong></td>
<td><strong>LOCK-CLOSE Off-Cycle #51 @ 10:30 am</strong></td>
<td><strong>LOCK-CLOSE Off-Cycle #52 @ 10:30 am</strong></td>
<td><strong>LOCK-CLOSE Off-Cycle #53 @ 10:30 am</strong></td>
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</tr>
<tr>
<td><strong>PAYDAY BW #38</strong></td>
<td><strong>PAYDAY BW #39</strong></td>
<td><strong>PAYDAY BW #40 (AS0)</strong></td>
<td><strong>PAYDAY BW #41</strong></td>
<td><strong>PAYDAY BW #42</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Next Period Timesheets Available</strong></td>
<td><strong>Next Period Timesheets Available</strong></td>
<td><strong>Next Period Timesheets Available</strong></td>
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<td><strong>Next Period Timesheets Available</strong></td>
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</tr>
</tbody>
</table>

**Notes:**
- December Payroll Department Work Schedule
- **BW # 39 Vouchers Available** 11-20-16 - 12-03-16
- **MO # 40 Vouchers Available** 12-01-16 - 12-31-16
- **MO # 01 Vouchers Available** 12-01-16 - 12-31-16
- **MO # 02 Vouchers Available** 12-18-16 - 12-31-16
- **BW# 41 Vouchers Available** 12-04-16 - 12-17-16
- **MO # 40 (AS0) Vouchers Available** 12-30-16 - 1-01-17
- **BW Pay Flag Off @ 5 pm**
- **MO Pay Flag Off @ 5 pm**
- **TIME EXTRACT @ 3 pm**
- **TIME EXTRACT @ 3 pm**
- **TIME approvals ( approver )**
- **TIME approvals ( approver )**
- **TIME approvals ( approver )**
- **TIME approvals ( approver )**
- **TIME approvals ( approver )**
- **TIME approvals ( approver )**

**Important Dates:**
- Christmas Eve 12-24-16
- Christmas Day 12-25-16
- New Year's Eve 12-31-16
- Graduation 01-02-17
- End of Pay Period 12-31-16