

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