

AUGUST 2017

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	2 *Release PR Check, Advices & Timesheets *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms	3 *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	4 Pay Period Ending CYCLE 22 *DUE: Department Timesheets by 3:00 pm *Department's PAFs DUE to Dept of Personnel by 5:00 pm for PPE: 8/18/17 processing.	5
6	7	8	9	10 *Complete Final Payroll	11	12
13	14 OBSERVED NN CODE TALKER DAY	15 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	16 *Release PR Check, Advices & Timesheets *2nd Notice: DUE Overtime, Backpays & Payroll Deduction Forms	17 *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	18 Pay Period Ending CYCLE 23 *DUE: Department Timesheets by 3:00 pm *Department's PAFs DUE to Dept of Personnel by 5:00 pm for PPE: 9/01/17 processing.	19
20	21	22	23	24 *Complete Final Payroll	25 *Release Timesheets	26
27	28 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	29 *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms	30 *Release PR Check, & Advices *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	31 *DUE: Department Timesheets by 3:00 pm		

APPROVED BY:

Pearline Kirk
Pearline Kirk, Controller

Prepared by: L. Sam x6398
July 26, 2017 *ls*