

SEPTEMBER 2017

Department Payroll Monthly Schedule

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

APPROVED BY:



 Pearlina Kirk, Controller

Prepared by: L. Sam x6398
 August 1, 2017 