

JANUARY 2022

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NEW YEAR'S DAY
2	3	4 *DPM Final Update on the Dept No Check List	5	6 *Complete Final Payroll	7 *Email Dept Timesheets	8
9	10 *1st Notice Due Overtime, **Backpays & Payroll Deduction Forms	11 *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms	12 *Release PR Checks & Advices. *DPM final change on employee's assignment. *Final Notice Due Overtime, **Backpays & Payroll Deduction Forms	13 *Dept Timesheets DUE by 3:00 pm.	14 Pay Period Ending CYCLE 08 *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 01/28/22.	15
16	17 HOLIDAY MARTIN LUTHER KING, JR. DAY	18 *DPM Final Update on the Dept No Check List	19	20 *Complete Final Payroll	21 *Email Dept Timesheets	22
23 30	24 31	25 *1st Notice Due Overtime, **Backpays & Payroll Deduction Forms	26 *Release PR Checks & Advices. *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms	27 *DPM final change on employee's assignment. *Final Notice Due Overtime, **Backpays & Payroll Deduction Forms	28 Pay Period Ending CYCLE 09 *Dept Timesheets DUE by 3:00 pm. *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 02/11/22.	29

**Backpay Forms are moved to next Pay Period, if DPM PAF deadline is not met and if no time submitted.

APPROVED:


Elizabeth Begay, Acting Controller

Prepared by: L. Sam x6398
December 30, 2021 