

April 2018

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
				*Complete Final Payroll		
8	9	10	11	12	13 Pay Period Ending	14
		*1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	*Release PR Checks, Advices & Timesheets *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms	*Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	*DUE: Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 04/27/18	
15	16	17	18	19	20	21
				*Complete Final Payroll		
22	23 Navajo Nation Sovereignty Day	24	25	26	27 Pay Period Ending	28
		*1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	*Release PR Checks, Advices & Timesheets. *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms	*Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	*DUE: Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 05/11/18	
29	30					

APPROVED BY:

Pearline Kirk 3/23/18
 Pearline Kirk, Controller

Prepared by: L. Sam x6398
 March 16, 2018 *ls*