

April 2021

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				*Complete Final Payroll	*Email Dept Timesheets	
4	5	6	7	8	9	10
		*1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	*Release PR Checks & Advices *2nd Notice DUE Overtime, **Backpays & Payroll Deduction Forms	*Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. *DPM final change on employee's assignment.	Pay Period Ending CYCLE 14 *DUE: Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 04/23/21	
11	12	13	14	15	16	17
		*DPM Final Update on Dept No Check List		*Complete Final Payroll	*Email Dept Timesheets	
18	19	20	21	22	23	24
		*1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	*Release PR Checks & Advices. *2nd Notice DUE Overtime, **Backpays & Payroll Deduction Forms	*Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms *DPM final change on employee's assignment.	Pay Period Ending CYCLE 15 *DUE: Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 05/07/21	
25	26	27	28	29	30	
		*DPM Final Update on Dept No Check List		*Complete Final Payroll	*Email Dept Timesheets	

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

APPROVED BY:


Pearlne Kirk, Controller

Prepared by: L. Sam x6398
 March 09, 2021 