

DECEMBER 2018

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 *1st Notice Due Overtime, Backpays & PR Deduction Forms.	5 *Release PR Checks & Advices. *Release Dept Timesheets *2nd Notice Due Overtime, Backpays & PR Deduction Forms	6 *Final Notice: Due Overtime, Backpays & PR Deduction Forms	7 Pay Period Ending CYCLE 05 *Dept Timesheets DUE *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 12/21/18.	8
9	10	11	12	13 *Complete Final Payroll	14 *Release Dept's Timesheets	15
16	17 *1st Notice Due Overtime, Backpays & Payroll Deduction Forms	18 *2nd Notice Due Overtime, Backpays & Payroll Deduction Forms	19 *Release PR Checks & Advices. *Final Notice Due Overtime, Backpays & Payroll Deduction Forms	20 *Dept Timesheets DUE	21 Pay Period Ending CYCLE 06 *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 01/04/19.	22
23 30	24 31 *Daily Update Overtime, Backpays & PR Deduction Forms.	25 HOLIDAY CHRISTMAS DAY	26	27 *Complete Final Payroll	28 *Release Dept Timesheets	29

NOTE: VOID CHECKS FOR CALENDAR YEAR 2017; DUE BACK TO PAYROLL OFFICE NO LATER THAN 12/20/18 for W-2 purpose.

APPROVED BY:

Pearline Kirk 12-3-18
Pearline Kirk, Controller

Prepared by: L. Sam x6398
November 28, 2018

