

# February 2018

## Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	2 <b>Pay Period Ending</b>  *Department's Timesheets DUE *Dept's PAFs DUE to Personnel by 5:00 pm for PPE: 02/16/18.	3
4	5	6	7	8  *Complete Final Payroll	9  *Release Dept Timesheets	10
11	12  *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	13  *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms	14  *Release PR Checks, Advices & Timesheets *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms	15  *Department's Timesheets DUE	16 <b>Pay Period Ending</b>  *Dept's PAFs DUE to Personnel by 5:00 pm for PPE: 3/02/18.	17
18	19 <b>HOLIDAY PRESIDENT'S DAY</b>	20	21	22  *Complete Final Payroll	23	24
25	26	27  *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	28  *Release PR Checks & Advices. *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms			

APPROVED BY:

  
 Pearlina Kirk, Controller

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 January 24, 2018 