

# JANUARY 2018

## Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <b>HOLIDAY NEW YEAR'S DAY</b>	2  *1st Notice Due Overtime, Backpays & Payroll Deduction Forms	3  *Release PR Checks, & Advices. *2nd Notice Due Overtime, Backpays & Payroll Deduction Forms	4  *Final Notice Due Overtime, Backpays & Payroll Deduction Forms	5 <b>Pay Period Ending CYCLE 07</b>  <b>*Department Timesheets DUE</b> *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 01/19/18.	6
7	8	9	10	11  *Complete Final Payroll	12  *Release Dept Timesheets	13
14	15 <b>HOLIDAY MARTIN LUTHER KING, JR. DAY</b>	16  *1st Notice Due Overtime, Backpays & Payroll Deduction Forms	17  *Release PR Checks, Advices & *2nd Notice Due Overtime, Backpays & Payroll Deduction Forms	18  *Final Notice Due Overtime, Backpays & Payroll Deduction Forms	19 <b>Pay Period Ending CYCLE 08</b>  <b>*Dept Timesheets DUE</b> *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 02/02/18.	20
21	22	23	24	25  *Complete Final Payroll	26  *Release Dept Timesheets	27
28	29	30  *1st Notice Due Overtime, Backpays & Payroll Deduction Forms	31  *Release PR Checks, Advices & *2nd Notice Due Overtime, Backpays & Payroll			

APPROVED:

  
Pearline Kirk, Controller

Prepared by: L. Sam x6398  
November 22, 2017

