

JANUARY 2019

Department Payroll Monthly Schedule

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

APPROVED:

Pearline Kirk 12.3.18

Pearline Kirk, Controller

Prepared by: L. Sam x6398
November 28, 2018

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