

JUNE 2021

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 HOLIDAY ANN MEMORIAL DAY	2 *Release PR Checks & Advices *2nd Notice DUE Overtime, **Backpays & Payroll Deduction Forms.	3 *Final Notice DUE Overtime, ** Backpays & Payroll Deduction Forms. *DPM final change on employee's assignment.	4 Pay Period Ending CYCLE 18 *DUE: Department Timesheets *Department's Personnel Action Forms DUE to DPM by 5:00 pm for PPE: 06/18/21 processing.	5
6	7	8 *DPM Final Update on Dept No Check List	9	10 *Complete Final Payroll	11 *Email 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. *DPM final change on employee's assignment.	18 Pay Period Ending CYCLE 19 *DUE: Department Timesheets *Department's Personnel Action Forms DUE to DPM by 5:00 pm for PPE: 07/02/21 processing.	19
20	21	22 *DPM Final Update on Dept No Check List	23	24 *Complete Final Payroll	25 *Email Dept Timesheets	26
27	28 *1st Notice DUE Overtime, **Backpays & PR Deduction Forms	29 *2nd Notice DUE Overtime, **Backpays & PR Deduction Forms	30 *Final Notice DUE Overtime, **Backpays & PR Deduction Forms			

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

APPROVED:


Pearline Kirk, Controller

Prepared by: L. Sam x6398
March 09, 2021

