

March 2018

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 *Final Notice Due Overtime, Backpays & Payroll Deduction Forms	2 Pay Period Ending *DUE: All Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 03/16/18.	3
4	5	6	7	8 *Complete Final Pavroll	9	10
11	12	13 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	14 *Release PR Checks, Advice & Timesheets *2nd Notice Due Overtime, Backpays & Payroll Deduction Forms	15 *Final Notice Due Overtime, Backpays & Payroll Deduction Forms	16 Pay Period Ending *DUE: All Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 03/30/18.	17
18	19	20	21	22 *Complete Final Payroll	23	24
25	26	27 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms	28 *Release PR Checks, Advice & Timesheets *2nd Notice Due Overtime, Backpays & Payroll Deduction Forms	29 *Final Notice Due Overtime, Backpays & Payroll Deduction Forms	30 Pay Period Ending *DUE: All Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 04/13/18.	31

APPROVED BY:


 Pearlne Kirk, Controller

Prepared by: L. Sam x6139
 January 24, 2018

