

May 2018

Department Payroll Monthly Schedule

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

APPROVED BY:

Pearline Kirk 3/23/18
Pearline Kirk, Controller

Prepared by: L. Sam x6398
March 23, 2018

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