

May 2021

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 *1st Notice DUE Overtime, **Backpays & PR Deduction Forms	5 *Release Checks & Advices *2nd Notice DUE Overtime, **Backpays & PR Deduction Forms	6 *Final Notice DUE Overtime, **Backpays & PR Deduction Forms *DPM final change on employee's assignment	7 Pay Period Ending CYCLE 16 *DUE: Department Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 5/21/21.	8
9	10	11 *DPM Final Update on Dept No Check List	12	13 *Email Dept Timesheets *Complete Final Payroll	14 NN Police Officer Day	15
16	17	18 *1st Notice DUE Overtime, **Backpays & PR Deduction Forms	19 *Release Checks & Advices *2nd Notice DUE Overtime, **Backpays & PR Deduction Forms	20 *Final Notice Due Overtime, **Backpays & PR Deduction Forms *DPM final change on employee's assignment.	21 Pay Period Ending CYCLE 17 *DUE: Dept Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 6/04/21	22
23 30	24 31 HOLIDAY MEMORIAL DAY	25 *DPM Final Update on Dept No Check List	26	27 *Complete Final Payroll	28 *Email Dept Timesheets *1st Notice DUE Overtime, **Backpays & PR Deduction Forms	29

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

APPROVED BY:


 Pearlina Kirk, Controller

Prepared by: L. Sam x6398
 March 09, 2021 