

NOVEMBER 2018

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 *Finalize Payroll *Release Dept's Timesheets *1st Notice Due Overtime, Backpays, & Payroll Deduction Forms *Process Salary Adv	3
4	5 *2nd Notice Due Overtime, Backpays, & Payroll Deduction Forms *Process Salary Adv	6 *Final Notice Due Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	7 *Release PR Checks & Advices. *Process Salary Adv	8 *Department's Timesheets DUE *Department's Personnel Action Forms DUE to Personnel by 5:00 pm for PPE: 11/23/18.	9 Pay Period Ending Cycle 03	10
11	12 HOLIDAY VETERAN'S DAY	13 *DPM Final Update on Dept's PAFs	14	15 *1st Notice Due Overtime, Backpays & PR Deduction Forms	16 *2nd Notice Due Overtime, Backpays & PR Deduction Forms *Finalize Payroll *Release Dept's Timesheets *Process Salary Adv	17
18	19 *Final Notice Due Overtime, Backpays, & Payroll Deduction Forms *Process Salary Adv	20 *Department's Timesheets DUE	21 *Release PR Checks & Advices. *Department's Personnel Action Forms DUE to Personnel by 5:00 pm for PPE: 12/07/18.	22 HOLIDAY THANKSGIVING DAY	23 Pay Period Ending Cycle 04 HOLIDAY NAVAJO NATION FAMILY DAY	24
25	26	27 *DPM Final Update on Dept's PAFs	28	29	30 *Finalize Payroll *Process Salary Adv	

APPROVED BY:



Pearline Kirk, Controller

Prepared by: L. Sam x6398
September 19, 2018 