

OCTOBER 2018

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 *DPM Final Update on Dept's PAFs	3	4	5 *Finalize Payroll *Process Salary Adv	6
7	8 COLUMBUS DAY *1st Notice DUE Overtime, Backpays & PR Deduction Forms *Process Salary Adv	9 *2nd Notice DUE Overtime, Backpays & PR Deduction Forms *Process Salary Adv	10 *Release PR Checks, Advices & Timesheets *Final Notice DUE Overtime, Backpays & PR Deduction Forms *Process Salary Adv	11 *Process Salary Adv	12 Pay Period Ending Cycle 01 *DUE: Department Timesheets *Department's Personnel Action Forms DUE to Personnel by 5:00pm for PPE: 10/26/18	13
14	15	16 *DPM Final Update on Dept's PAFs	17	18	19 *Finalize Payroll *Process Salary Adv	20
21	22 *1st Notice DUE Overtime, Backpays & PR Deduction Forms *Process Salary Adv	23 *2nd Notice DUE Overtime, Backpays & PR Deduction Forms *Process Salary Adv	24 *Release PR Checks, Advices & Timesheets *Final Notice DUE Overtime, Backpays & PR Deduction Forms *Process Salary Adv	25 *Process Salary Adv	26 Pay Period Ending Cycle 02 *DUE: Department Timesheets *Department's Personnel Action Forms DUE to Personnel by 5:00pm for PPE: 11/09/18	27
28	29	30 *DPM Final Update on Dept's PAFs	31			

APPROVED BY:

Rob Collins

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