

SEPTEMBER 2018

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 HOLIDAY LABOR DAY	4	5 *Complete Final Payroll	6 *Release PR Checks, Advices & Timesheets	7 *Process Salary Adv	8
9	10 *Process Salary Adv	11 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	12 *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	13 *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	14 Pay Period Ending CYCLE 25 *DUE: Department Timesheets by 3:00 pm *Department's Personnel Action Forms DUE to DPM by 5:00pm for PPE: 9/28/18 processing.	15
16	17	18	19	20 *Complete Final Payroll	21 *Process Salary Adv	22
23 30	24 *Process Salary Adv	25 *1st Notice DUE Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	26 *Release PR Checks, Advices & Timesheets *2nd Notice DUE Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	27 *Final Notice DUE Overtime, Backpays & Payroll Deduction Forms *Process Salary Adv	28 Pay Period Ending CYCLE 26 *DUE: Department Timesheets by 3:00 pm *Department's Personnel Action Forms DUE to DPM by 5:00pm for PPE: 10/12/18 processing.	29 <div style="border: 1px solid black; padding: 2px; text-align: center;"> RECEIVED DEPT OF THE COMMISSION </div>

APPROVED BY:


 Pearlne Kirk, Controller

Prepared by: L. Sam x6398
 July 26, 2018

