

DECEMBER 2021

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 *Release PR Checks & Advices. *Final Notice Due Overtime, **Backpays & Payroll Deduction Forms	2 *DPM final change on employee's assignment.	3 Pay Period Ending CYCLE 05 *Dept Timesheets DUE by 3:00 pm. *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 12/17/21.	4
5	6	7 *DPM Final Update on the Dept No Check List	8	9 *Complete Final Payroll	10 *Email Dept's Timesheets *1st Notice Due Overtime, **Backpays & Payroll Deduction Forms	11
12	13 *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms	14 *Final Notice Due Overtime, **Backpays & Payroll Deduction Forms *DPM final change on employee's assignment.	15 *Release PR Checks & Advices. *Dept Timesheets DUE by 3:00 pm.	16	17 Pay Period Ending CYCLE 06 *DPM Final Update on the No Check List *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 12/31/21.	18
19	20 *DPM Final Update on the Dept No Check List	21	22	23 *Complete Final Payroll *Email Dept Timesheets *1st Notice Due Overtime, **Backpays & Payroll Deduction Forms	24 HOLIDAY CHRISTMAS DAY	25
26	27 *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms	28 *Final Notice *Daily Update Overtime, **Backpays & PR Deduction Forms. *DPM final change on employee's assignment.	29 *Release PR Checks & Advices. *Dept's Timesheets DUE by 3:00 pm.	30 *Department's Personnel Action Forms DUE to Dept of Personnel by 5:00 pm for PPE: 01/14/22.	31 Pay Period Ending CYCLE 07 HOLIDAY NEW YEAR	

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

APPROVED BY:



 Elizabeth Begay, Acting Controller

NOTE: VOID / STALE DATED CHECKS FOR CALENDAR YEAR 2021; DUE BACK TO PAYROLL OFFICE NO LATER THAN 12/17/2021 for W-2 purpose.

Prepared by: L. Sam x6398
 October 29, 2021

