

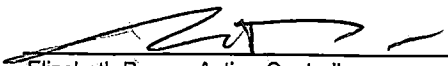
JULY 2022

Department Payroll Monthly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAY PERIOD ENDING - CYCLE 20	2
3	4 HOLIDAY Independence Day	5	6	7 *Complete Final Payroll	8 *EMAIL DEPT TIMESHEETS	9
10	11 Dept's PAF DUE to Personnel by 5:00 pm for PPE 07/29/2022	12 *1st Notice DUE Overtime, **Backpays & PR Deduction forms. *Council Delegate, Grazing, Farm, & Land Pay Stub Detail & Claim Forms DUE	13 *Release Checks & Advices 2nd Notice DUE Overtime, **Backpays & PR Deduction forms.	14 *Final Notice DUE Overtime, **Backpays & PR Deduction forms. *DPM final change on employee's assignment.	15 PAY PERIOD ENDING - CYCLE 21 *DEPT TIMESHEETS DUE BY 3:00 PM	16
17	18	19	20	21 *Complete Final Payroll	22 *EMAIL DEPT TIMESHEETS	23
24/31	25 Dept's PAF DUE to Personnel by 5:00 pm for PPE 08/12/2022	26 *1st Notice DUE Overtime, **Backpays & PR Deduction forms. *Council Delegate, Grazing, Farm, & Land Pay Stub Detail & Claim Forms DUE	27 *Release Checks & Advices 2nd Notice DUE Overtime, **Backpays & PR Deduction forms.	28 *Final Notice DUE Overtime, **Backpays & PR Deduction forms. *DPM final change on employee's assignment.	29 PAY PERIOD ENDING - CYCLE 22 *DEPT TIMESHEETS DUE BY 3:00 PM	30

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

APPROVED BY:


Elizabeth Begay, Acting Controller

PREPARED BY:


Renee Sands, Payroll Supervisor x-6134

May 17, 2022