

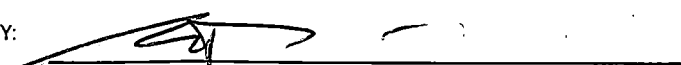
JUNE 2022

Department Payroll Monthly Schedule

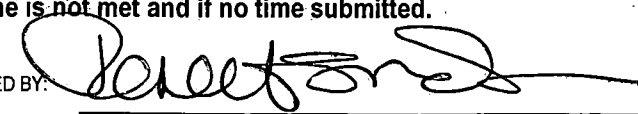
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY NN Memorial Day	2 *Final Notice DUE Overtime, **Backpays & PR Deduction forms. *DPM final change on employee's assignment.	3 PAY PERIOD ENDING - CYCLE 18 *DEPT TIMESHEETS DUE BY 3:00 PM	4
5	6	7	8	9 *Complete Final Payroll	10 *EMAIL DEPT TIMESHEETS	11
12	13 Dept's PAF DUE to Personnel by 5:00 pm for PPE 07/01/2022	14 *1st Notice DUE Overtime, **Backpays & PR Deduction forms. *Council Delegate, Grazing, Farm, & Land Pay Stub Detail & Claim Forms DUE	15 *Release Checks & Advices 2nd Notice DUE Overtime, **Backpays & PR Deduction forms.	16 *Final Notice DUE Overtime, **Backpays & PR Deduction forms. *DPM final change on employee's assignment.	17 PAY PERIOD ENDING - CYCLE 19 *DEPT TIMESHEETS DUE BY 3:00 PM	18
19	20	21	22	23 *Complete Final Payroll	24 *EMAIL DEPT TIMESHEETS	25
26	27 Dept's PAF DUE to Personnel by 5:00 pm for PPE 07/15/2022 *1st Notice DUE Overtime, **Backpay & PR Deduction forms.	28 2nd Notice DUE Overtime, **Backpay & PR Deduction forms. *Council Delegate, Grazing, Farm, & Land Pay Stub Detail & Claim Forms DUE	29 *Release Checks & Advices *Final Notice DUE Overtime, **Backpays & PR Deduction forms. *DPM final change on employee's assignment.	30 *DEPT TIMESHEETS DUE BY 3:00 PM		

****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