

May 2022

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 5/20/22	3 *1st Notice DUE Overtime, **Backpays & PR Deduction Forms *Grazing, Farm, Land Pay Stub Detail & Claim Forms DUE	4 *Release Checks & Advices *2nd Notice DUE Overtime, **Backpays & PR Deduction Forms	5 *Final Notice DUE Overtime, **Backpays & PR Deduction Forms *DPM final change on employee's assignment	6 Pay Period Ending CYCLE 16 *DUE: Department Timesheets	7
8	9	10 *DPM Final Update on Dept No Check List	11	12 *Complete Final Payroll	13 *Email Dept Timesheets	14
15	16 *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 6/03/22	17 *1st Notice DUE Overtime, **Backpays & PR Deduction Forms *Grazing, Farm, Land Pay Stub Detail & Claim Forms DUE	18 *Release Checks & Advices *2nd Notice DUE Overtime, **Backpays & PR Deduction Forms	19 *Final Notice Due Overtime, **Backpays & PR Deduction Forms *DPM final change on employee's assignment.	20 Pay Period Ending CYCLE 17 OBSERVED NN Police Officer Day *DUE: Dept Timesheets	21
22	23	24 *DPM Final Update on Dept No Check List	25	26 *Complete Final Payroll	27 *Email Dept Timesheets *Dept's PAFs DUE to Personnel by 5:00 pm for PPE 6/17/22 *1st Notice DUE Overtime, **Backpays & PR Deduction Forms	28
29	30 HOLIDAY MEMORIAL DAY	31 *2nd Notice DUE Overtime, **Backpays & PR Deduction Forms *Grazing, Farm, Land Pay Stub Detail & Claim Forms DUE				

****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

Prepared by: L. Sam x6398
April 01, 2022

