

NOVEMBER 2021

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms	2 *Final Notice Due Overtime, **Backpays & Payroll Deduction Forms *DPM final change on employee's assignment	3 *Department's Timesheets DUE *Release PR Checks & Advices.	4	5 Pay Period Ending Cycle 03 *Department's Personnel Action Forms DUE to Personnel by 5:00 pm for PPE: 11/19/21.	6
7	8 *DPM Final Update on Dept No Check List	9	10 *Complete Final Payroll	11 HOLIDAY VETERAN'S DAY	12 *Email Dept's Timesheets *1st Notice Due Overtime, **Backpays & PR Deduction Forms	13
14	15 *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms	16 *Final Notice Due Overtime, **Backpays & PR Deduction Forms *DPM final change on employee's assignment.	17 *Release PR Checks & Advices. *Department's Timesheets DUE	18	19 Pay Period Ending Cycle 04 *Department's Personnel Action Forms DUE to Personnel by 5:00 pm for PPE: 12/03/21. *DPM Final Update on Dept No Check List	20
21	22	23 *Complete Final Payroll	24 *Email Dept's Timesheets	25 HOLIDAY THANKSGIVING DAY	26 HOLIDAY NAVAJO NATION FAMILY DAY	27
28	29 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	30 *2nd Notice Due Overtime, **Backpays & Payroll Deduction Forms				

**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
 October 29, 2021 