



MEMORANDUM

TO : ALL PROGRAMS, DEPARTMENTS, DIVISION AND
EXECUTIVE OFFICE DIRECTORS

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

Lita Sam
Lita Sam, Payroll Supervisor
Payroll Section
Office of the Controller

DATE : September 17, 2012

SUBJECT: **PAF Submission Schedule**

This memorandum is to establish deadlines for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2013. Adherence to the deadlines is necessary to allow Personnel and Payroll sufficient time to review and process the PAFs in accordance with the established deadlines. Attached is the deadline schedule for your information.

Programs are reminded to ensure all PAFs are complete and submitted appropriate documentation supporting each personnel action form. PAFs that are incomplete, lack supporting documentation or require correction will be immediately returned to the program. Supervisors are responsible for ensuring that established personnel policies and procedures are followed before signing the PAFs.

Your cooperation and adherence to these deadlines is expected. If you need assistance or have any questions regarding personnel or payroll issues please do not hesitate to call us. Thank you.

Attachment

DISTRIBUTION:

**PERSONNEL ACTION FORM (PAF) SUBMISSION
SCHEDULE
FISCAL YEAR 2013**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM
01	09/22/2012	10/05/2012	10/17/2012	09/21/2012
02	10/06/2012	10/19/2012	10/31/2012	10/05/2012
03	10/20/2012	11/02/2012	11/14/2012	10/19/2012
04	11/03/2012	11/16/2012	11/28/2012	11/02/2012
05	11/17/2012	11/30/2012	12/12/2012	11/16/2012
06	12/01/2012	12/14/2012	12/26/2012	11/30/2012
07	12/15/2012	12/28/2012	01/09/2013	12/14/2012
08	12/29/2012	01/11/2013	01/23/2013	12/28/2012
09	01/12/2013	01/25/2013	02/06/2013	01/11/2013
10	01/26/2013	02/08/2013	02/20/2013	01/25/2013
11	02/09/2013	02/22/2013	03/06/2013	02/08/2013
12	02/23/2013	03/08/2013	03/20/2013	02/22/2013
13	03/09/2013	03/22/2013	04/03/2013	03/08/2013
14	03/23/2013	04/05/2013	04/17/2013	03/22/2013
15	04/06/2013	04/19/2013	05/01/2013	04/05/2013
16	04/20/2013	05/03/2013	05/15/2013	04/19/2013
17	05/04/2013	05/17/2013	05/29/2013	05/03/2013
18	05/18/2013	05/31/2013	06/12/2013	05/17/2013
19	06/01/2013	06/14/2013	06/26/2013	05/31/2013
20	06/15/2013	06/28/2013	07/10/2013	06/14/2013
21	06/29/2013	07/12/2013	07/24/2013	06/28/2013
22	07/13/2013	07/26/2013	08/07/2013	07/12/2013
23	07/27/2013	08/09/2013	08/21/2013	07/26/2013
24	08/10/2013	08/23/2013	09/04/2013	08/09/2013
25	08/24/2013	09/06/2013	09/18/2013	08/23/2013
26	09/07/2013	09/20/2013	10/02/2013	09/06/2013