



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 16, 2013

SUBJECT: **PAF Submission Schedule**

This memorandum is to establish deadlines for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2014. 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 2014**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM
01	09/21/2013	10/04/2013	10/16/2013	09/20/2013
02	10/05/2013	10/18/2013	10/30/2013	10/04/2013
03	10/19/2013	11/01/2013	11/13/2013	10/18/2013
04	11/02/2013	11/15/2013	11/27/2013	11/01/2013
05	11/16/2013	11/29/2013	12/11/2013	11/15/2013
06	11/30/2013	12/13/2013	12/25/2013	11/29/2013
07	12/14/2013	12/27/2013	01/08/2014	12/13/2013
08	12/28/2013	01/10/2014	01/22/2014	12/27/2013
09	01/11/2014	01/24/2014	02/05/2014	01/10/2014
10	01/25/2014	02/07/2014	02/19/2014	01/24/2014
11	02/08/2014	02/21/2014	03/05/2014	02/07/2014
12	02/22/2014	03/07/2014	03/19/2014	02/21/2014
13	03/08/2014	03/21/2014	04/02/2014	03/07/2014
14	03/22/2014	04/04/2014	04/16/2014	03/21/2014
15	04/05/2014	04/18/2014	04/30/2014	04/04/2014
16	04/19/2014	05/02/2014	05/14/2014	04/18/2014
17	05/03/2014	05/16/2014	05/28/2014	05/02/2014
18	05/17/2014	05/30/2014	06/11/2014	05/16/2014
19	05/31/2014	06/13/2014	06/25/2014	05/30/2014
20	06/14/2014	06/27/2014	07/09/2014	06/13/2014
21	06/28/2014	07/11/2014	07/23/2014	06/27/2014
22	07/12/2014	07/25/2014	08/06/2014	07/11/2014
23	07/26/2014	08/08/2014	08/20/2014	07/25/2014
24	08/09/2014	08/22/2014	09/03/2014	08/08/2014
25	08/23/2014	09/05/2014	09/17/2014	08/22/2014
26	09/06/2014	09/19/2014	10/01/2014	09/05/2014