

# AUGUST 2022

## Department Payroll Monthly Schedule

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

**\*\*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:

  
Renee Sands, Payroll Supervisor

REV. 7/28/22