

SEPTEMBER 2022

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 *Dept's PAFs DUE to DPM by 5:00pm for PPE: 9/23/22 processing. *Complete Final Payroll	3 *Email Dept Timesheets
4	5 HOLIDAY LABOR DAY	6 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms *Grazing, Farm, Land Pay Stub Detail & CD Claim Forms DUE.	7 *Release PR Checks & Advices *2nd Notice DUE Overtime, **Backpays & Payroll Deduction Forms	8 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms *DPM final change on employee's assignment.	9 Pay Period Ending CYCLE 25 *DUE: Department Timesheets by 3:00 pm	10
11	12	13	14	15 *Complete Final Payroll	16 *Email Dept Timesheets	17
18	19 *Dept's PAFs DUE to DPM by 5:00pm for PPE: 10/7/22 processing.	20 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms *Grazing, Farm, Land Pay Stub Detail & CD Claim Forms DUE.	21 *Release PR Checks & Advices *2nd Notice DUE Overtime, **Backpays & Payroll Deduction Forms	22 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms *DPM final change on employee's assignment.	23 Pay Period Ending CYCLE 26 *DUE: Department Timesheets by 3:00 pm	24
25	26	27	28	29 *Complete Final Payroll	30 *Email Dept Timesheets	

****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