

JANUARY 2023

Department Payroll Monthly Schedule

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