

FEBRUARY 2023

Department Payroll Monthly Schedule

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