

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



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PREPARED BY:



Renee Sands, Payroll Supervisor