

# APRIL 2024

## Department Payroll Monthly Schedule

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

**\*\*Backpay Forms** received after 4pm on a Friday during Non-Payroll Week will be moved to the next Pay Period

APPROVED BY:

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PREPARED BY:



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