

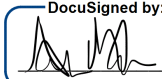
# AUGUST 2024

## Department Payroll Monthly Schedule

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

**\*\*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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