

FEBRUARY 2024

Department Payroll Monthly Schedule

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

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

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