

JULY 2024

Department Payroll Monthly Schedule

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

****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:


 Renee Sands, Payroll Supervisor