

# JUNE 2023

## Department Payroll Monthly Schedule

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

**\*\*Backpay Forms are moved to next Pay Period, if DPM PAF deadline is not met and if no time submitted.**

APPROVED BY:

*Sean McCabe*

Sean McCabe, Controller

PREPARED BY:

*Renee Sands*

Renee Sands, Payroll Supervisor

