

JUNE 2024

Department Payroll Monthly Schedule

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

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

APPROVED BY:

DocuSigned by:



Scott Proctor, CPA, Controller

PREPARED BY:



Renee Sands, Payroll Supervisor