

MARCH 2024

Department Payroll Monthly Schedule

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

****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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