

# MAY 2023

## Department Payroll Monthly Schedule

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

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

APPROVED BY:

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PREPARED BY:

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Renee Sands, Payroll Supervisor