

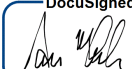
MAY 2024

Department Payroll Monthly Schedule

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

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

APPROVED BY:
DocuSigned by:


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Sean McCabe, CPA, Controller

PREPARED BY:


Renee Sands, Payroll Supervisor