
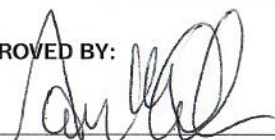


NOVEMBER 2023


Department Payroll Monthly Schedule

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

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

APPROVED BY: 

 Sean McCabe, CPA, Controller

PREPARED BY:  10/25/23

 Renee Sands, Payroll Supervisor