

OCTOBER 2023



Department Payroll Monthly Schedule

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

****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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