

SEPTEMBER 2023

Department Payroll Monthly Schedule

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

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

APPROVED BY:

DocuSigned by:



Controller

PREPARED BY:



Renee Sands, Payroll Supervisor