AUGUST 2025

Bini'anit'áátsʼósí - Ripening of Early Crops

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 27	28 *DPM Final Update on Dept No Check List	29	30	31	1 *Complete Final Payroll *Email Dept Timesheets *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	2
3	4 *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.	5 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. *Release PR Checks & Advices	6 *DUE: Department Timesheets by 3:00 pm	7	8 Pay Period Ending CYCLE 23	9
10	11 *DPM Final Update on Dept No Check List	12	13	14 HOLIDAY Navajo Code Talkers Day	15 *Complete Final Payroll *Email Dept Timesheets	16
17	18 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	19 *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.	20 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. *Release PR Checks & Advices	21 *DUE: Department Timesheets by 3:00 pm	22 Pay Period Ending CYCLE 24	23
24 / 31	25 *DPM Final Update on Dept No Check List	26	27	28	29 *Complete Final Payroll *Email Dept Timesheets *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	30

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

APPROVED BY:

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PREPARED BY:

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