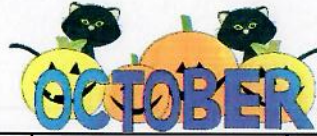


Ghaaji' - Separation of Seasons



Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 28	29 *1st Notice DUE Overtime, *Backpays & Payroll Deduction Forms	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 28	4
5	6 *DPM Final Update on Dept No Check List	7	8	9	10 *Complete Final Payroll *Email Dept Timesheets	11
12	13 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	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 29	18
19	20 *DPM Final Update on Dept No Check List	21	22	23	24 *Complete Final Payroll *Email Dept Timesheets	25
26	27 *1st Notice DUE Overtime, *Backpays & Payroll Deduction Forms	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 30	Nov 1

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

APPROVED BY:

Sean McCabe

Sean McCabe, CPA, Controller

PREPARED BY:

Renee Sands

Renee Sands, Payroll Supervisor