


# SEPTEMBER 2025

## Bini'anit'áátsoh - Ripening of Late Crops

## Department Payroll Monthly Schedule

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

**\*\*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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