


# NOVEMBER 2024

## Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Pay Period Ending CYCLE 3	2
3	4 *DPM Final Update on Dept No Check List	5	6	7	8 *Complete Final Payroll *Email Dept Timesheets <b>*1st Notice</b> DUE Overtime, <b>**Backpays &amp; Payroll</b> Deduction Forms	9
10	11 <b>HOLIDAY VETERANS DAY</b>  HONORING ALL WHO SERVED	12 <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>	13 *Release PR Checks & Advices <b>*Final Notice</b> DUE Overtime, <b>**Backpays &amp; Payroll</b> Deduction Forms.	14 <b>*DUE: Department Timesheets by 3:00 pm</b>	15 Pay Period Ending CYCLE 4	16
17	18 *DPM Final Update on Dept No Check List	19	20	21	22 *Complete Final Payroll *Email Dept Timesheets <b>*1st Notice</b> DUE Overtime, <b>**Backpays &amp; Payroll</b> Deduction Forms	23
24	25 <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>	26 <b>*Final Notice</b> DUE Overtime, <b>**Backpays &amp; Payroll</b> Deduction Forms. <b>*DPM final change on employee's assignment.</b> <b>*DUE: Department Timesheets by 3:00 pm</b>	27 *Release PR Checks & Advices	28 <b>HOLIDAY THANKSGIVING DAY</b> 	29 Pay Period Ending CYCLE 5 <b>HOLIDAY FAMILY DAY</b> 	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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