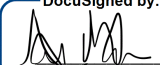


SEPTEMBER 2024

Department Payroll Monthly Schedule

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

****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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