

# OCTOBER 2024



## Department Payroll Monthly Schedule

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

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

APPROVED BY:  
DocuSigned by:



Scott McCabe, CPA, Controller

PREPARED BY:



Renee Sands, Payroll Supervisor