


DECEMBER 2024

Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 *DPM Final Update on Dept No Check List	3	4	5	6 *Complete Final Payroll *Email Dept Timesheets	7
8	9 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	10 *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>	11 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. *Release PR Checks & Advices	12 <i>*DUE: Department Timesheets by 3:00 pm</i>	13 Pay Period Ending CYCLE 6	14
15	16 *DPM Final Update on Dept No Check List	17	18	19	20 *Complete Final Payroll *Email Dept Timesheets *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	21
22	23 *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>	24 CHRISTMAS EVE *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. *Release PR Checks & Advices	25 HOLIDAY CHRISTMAS DAY 	26 <i>*DUE: Department Timesheets by 3:00 pm</i>	27 Pay Period Ending CYCLE 7	28
29	30 *DPM Final Update on Dept No Check List	31	Jan 1 HOLIDAY NEW YEARS DAY	2	3 *Complete Final Payroll *Email Dept Timesheets	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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PREPARED BY:


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