

FEBRUARY 2025

Department Payroll Monthly Schedule

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

****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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