

JANUARY 2025

Department Payroll Monthly Schedule

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

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

APPROVED BY:

DocuSigned by:


 Renee Gabe, CPA, Controller

PREPARED BY:



 Renee Sands, Payroll Supervisor