

NOVEMBER 2024


Department Payroll Monthly Schedule

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

****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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