

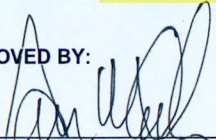
# APRIL 2025

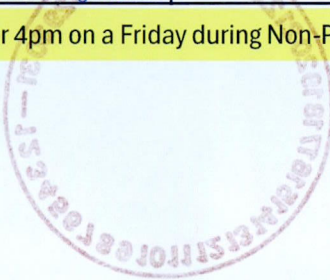
## Department Payroll Monthly Schedule

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

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

APPROVED BY:

  
3/26/25  
Sean McCabe, CPA, Controller



PREPARED BY:

  
Renee Sands, Payroll Supervisor

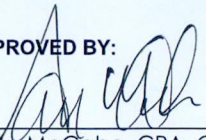
# MAY 2025

## Department Payroll Monthly Schedule

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

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APPROVED BY:

 3/25/26  
Sean McCabe, CPA, Controller

PREPARED BY:

  
Renee Sands, Payroll Supervisor

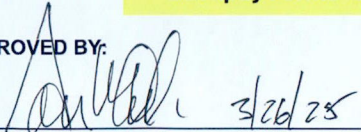
# JUNE 2025

## Department Payroll Monthly Schedule

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

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Sean McCabe, CPA, Controller

PREPARED BY:

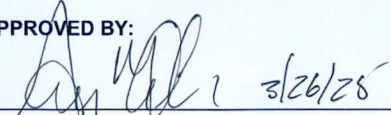
  
Renee Sands, Payroll Supervisor


# JULY 2025

## Department Payroll Monthly Schedule

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

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 Sean McCabe, CPA, Controller

PREPARED BY:  
  
 Renee Sands, Payroll Supervisor