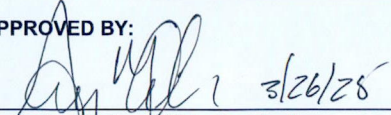



JULY 2025

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 HOLIDAY INDEPENDENCE DAY 	5
6	7 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	8 *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>	9 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. <i>*Release PR Checks & Advices</i>	10 <i>*DUE: Department Timesheets by 3:00 pm</i>	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 *1st Notice DUE Overtime, **Backpays & Payroll Deduction Forms	22 *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>	23 *Final Notice DUE Overtime, **Backpays & Payroll Deduction Forms. <i>*Release PR Checks & Advices</i>	24 <i>*DUE: Department Timesheets by 3:00 pm</i>	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

****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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