


# MARCH 2025

## Department Payroll Monthly Schedule

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

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

APPROVED BY:

DocuSigned by:  
  
 J. McCabe, CPA, Controller

PREPARED BY:

  
 Renee Sands, Payroll Supervisor