

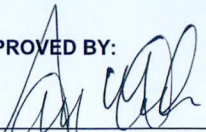
MAY 2025

Department Payroll Monthly Schedule

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

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

APPROVED BY:

 3/25/26
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PREPARED BY:


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