

JANUARY 2024

Department Payroll Monthly Schedule

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

****Backpay Forms are moved to next Pay Period, if DPM PAF deadline is not met and if no time submitted.**

APPROVED BY:


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PREPARED BY:


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