


# APRIL 2026

## T'ááqchil (April) - Growth of Early Plant Life

## Department Payroll Monthly Schedule

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

**\*\*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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