

Department Payroll Monthly Schedule

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

APPROVED BY:

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