

# SEPTEMBER 2025

## Bini'anit'áátsoh - Ripening of Late Crops

## Department Payroll Monthly Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	1 <b>HOLIDAY</b> 	2 <b>*Final Notice</b> DUE Overtime, <b>*Backpays</b> & Payroll Deduction Forms.  <i>*DPM final change on employee's assignment.</i>	3 *Release PR Checks & Advices  <b>** Department Timesheets DUE by 3:00 pm</b>	4	5 <b>Pay Period Ending CYCLE 25</b>  <i>*DPM Final Update on Dept No Check List</i>	6
7	8	9 <b>*Complete Final Payroll</b> <b>*Email Dept Timesheets</b>	10	11	12	13
14	15 <b>*1st Notice</b> DUE Overtime, <b>**Backpays</b> & Payroll Deduction Forms	16 <b>*2nd Notice</b> DUE Overtime, <b>*Backpays</b> & Payroll Deduction Forms <b>*Grazing, Farm, Land Pay Stub Detail &amp; CD Claim Forms DUE by 9:00 am.</b>  <i>*DPM final change on employee's assignment.</i>	17 *Release PR Checks & Advices <b>*Final Notice</b> DUE Overtime, <b>*Backpays</b> & Payroll Deduction Forms.	18  <i>*DUE: Department Timesheets by 3:00 pm</i>	19 <b>Pay Period Ending CYCLE 26</b>	20
21	22 <i>*DPM Final Update on Dept No Check List</i>	23	24	25	26  *Complete Final Payroll *Email Dept Timesheets	27
28	29 <b>*1st Notice</b> DUE Overtime, <b>*Backpays</b> & Payroll Deduction Forms	30 <b>*2nd Notice</b> DUE Overtime, <b>*Backpays</b> & Payroll Deduction Forms <b>*Grazing, Farm, Land Pay Stub Detail &amp; CD Claim Forms DUE by 9:00 am.</b>  <i>*DPM final change on employee's assignment.</i>	Oct 1 *Release PR Checks & Advices <b>*Final Notice</b>  <b>*FY'25 - 1st Set Dept Timesheets DUE for 9/22/25 - 9/30/25</b>	2  <b>*Complete Time Entries for 1st Set</b>  <i>*DUE: Department Timesheets by 3:00 pm</i>	3 <b>Pay Period Ending CYCLE 1</b>  <b>*FY26 - 2nd Set Dept Timesheets DUE for 10/1/25 - 10/3/25.</b>	4

**\*\*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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