


DECEMBER 2025

Niŋch'itsoh - Separation of Seasons

Department Payroll Monthly Schedule

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

****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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PREPARED BY:



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