

JANUARY 2026

Yas Nitt'ees - January (Thawing of Snow)

Department Payroll Monthly Schedule

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

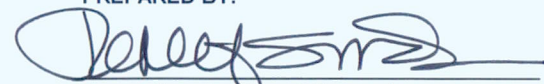
****Backpay Forms** received after 4pm on a Friday during Non-Payroll Week will be moved to the next Pay Period

APPROVED BY:



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PREPARED BY:



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