

MAY 2026

T'aq̄tsoh (May) - Big Leaves



Department Payroll Monthly Schedule

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

****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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