## **NOVEMBER 2025**

Níłch'its'ósí - Separation of Seasons

**Department Payroll Monthly Schedule** 

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

\*\*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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