



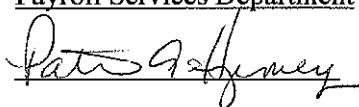
# BULLETIN

**SUBJECT:** PAYROLL DEADLINES AND PAY DATES 2009-2010 NO. AS-32

**TO:** Principals, Administrators, Office Managers  
Administrative Support Staff and Substitutes

**DATE:** November 16, 2009

**PREPARED BY:** Tanisha Turner **DEPARTMENT:** Payroll Services Department

**REVIEWED BY:** Marianne Clemmens **APPROVED:** 

As you know, District offices are closed from December 21, 2009 through January 3, 2010. In order to ensure payment on the mid-month and month-end payrolls, paperwork must be submitted in accordance with the following timelines:

	<u>Deadline to Submit</u>	
	<u>Time Reports</u>	<u>Pay Date</u>
<b>Substitutes &amp; Per Diems</b>	December 18, 2009	January 22, 2010
<b>Labor Statements</b>	December 18, 2009	January 30, 2010

As in previous years, these deadlines allow per diem and substitute employees to be paid for the majority of December's time. Instead of being paid on January 15<sup>th</sup> for time worked through the first week of December and waiting for the balance of December's time to be paid on the February check, employees will be paid on January 22, 2010 for December 1st through December 18th time. Employees will be waiting an additional 4 working days to receive their check, but more days will be included in the check. **Again, substitute and per diem paid employees will receive a check on January 22, 2010 instead of January 15, 2010.**

The deadline for substitute and per diem time reports is **December 18, 2009** for payment on January 22, 2010. The deadline for December labor statements is **December 18, 2009** for payment on January 30, 2010. Please make every effort to turn in time sheets by the deadline as we will be on a tight schedule.

Thank you for your assistance in ensuring prompt payment to our employees. If you have any questions regarding this information, please contact Bobbie Argo, Substitute Office, at (643) 9493 or the appropriate Payroll Technician at:

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Tiffany Snowdon	7470
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