



BULLETIN

SUBJECT: **AESOP/PER DIEM PAYROLL DEADLINES AND PAY DATES** **2017-18 NO. BS - 12**

TO: All District Employees

DATE: August 11, 2017

PREPARED BY: Tanisha Turner, Director II
Tami Mora, Supervisor

DEPARTMENT: Employee Compensation and Benefits

REVIEWED BY: Gerardo Castillo, CPA
Chief Business Officer

APPROVED:

District offices are closed from November 20, 2017 through November 24, 2017 and December 25, 2017 through January 5, 2018. In order to ensure payment on the mid-month payrolls, paperwork and online AESOP Verification must be submitted in accordance with the following timelines:

SUBMIT	DEADLINE	PAY DATES
AESOP Reconciliation	November 17, 2017	December 15, 2017
AESOP Reconciliation	December 22, 2017	January 23, 2018
Per Diem Timesheets	November 17, 2017	December 15, 2017
Per Diem Timesheets	December 22, 2017	January 23, 2018

These deadlines allow per diem and substitute employees to be paid for all of December's time. Instead of being paid on January 12, 2018, substitute and per diem paid employees will be paid on January 23, 2018 for the November 27 through December 22 pay period.

Please be sure to complete your AESOP Online Verification and turn in all per diem and labor statements by the deadline as we will be on a very tight schedule.

Thank you for your assistance in ensuring prompt payment to our employees. If you have any questions regarding this information, please contact the appropriate Payroll Technicians at:

AREA 1		AREA 2		AREA 3	
Michelle DuPaty	643-7468	Sandy Kiser-Stodden	643-2331	Aleks Spitsyn	643-7466
Mario Gallegos	643-7467	Cris Farinias	643-7470	Joshua Jordan	643-7469