




BULLETIN

SUBJECT: PAYROLL DEADLINES 2017-18 **2017-18 NO. BS - 11**

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

DATE: August 10, 2017

PREPARED BY: Tanisha Turner, Director II **DEPARTMENT:** Employee Compensation and Benefits
Tami Mora, Supervisor

REVIEWED BY: Gerardo Castillo, CPA **APPROVED:** 
Chief Business Officer

The following are this year's dates for paperwork due to Human Resource Services and Payroll Services for payroll deadlines:

Requisitions for Monthly Payroll	Requisitions for Mid-Month Payroll	Timesheets for Mid-Month Payroll	Absence Reports (1 st – End of Month)
7-7-17	7-18-17	7-25-17	7-10-17
8-10-17	8-18-17	8-25-17	8-8-17
9-8-17	9-15-17	9-25-17	9-11-17
10-9-17	10-18-17	10-25-17	10-9-17
11-10-17	11-17-17	11-17-17	11-8-17
12-8-17	12-15-17	12-22-17	12-8-17
1-10-18	1-18-18	1-25-18	1-16-18
2-9-18	2-16-18	2-23-18	2-8-18
3-9-18	3-16-18	3-23-18	3-8-18
4-6-18	4-18-18	4-25-18	4-9-18
5-10-18	5-18-18	5-25-18	5-8-18
6-8-18	6-15-18	6-25-18	6-8-18

If you have any questions, please contact Tami Mora, Payroll Supervisor at (916) 643-7491.