



# BULLETIN

**SUBJECT:** AESOP/PER DIEM PAYROLL DEADLINES 2018-19 NO. BS - 16  
AND PAY DATES

**TO:** All District Employees

**DATE:** November 9, 2018

**PREPARED BY:** Tanisha Turner,  
Director II

**DEPARTMENT:** Employee  
Compensation and  
Benefits

**REVIEWED BY:** Dr. John Quinto,  
Chief Business Officer

**APPROVED:**

District offices are closed from November 21, 2018 through November 25, 2018 and December 22, 2018 through January 6, 2019. 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	November 20, 2018	December 14, 2018
AESOP	December 21, 2018	January 23, 2019
Per Diem Timesheets	November 20, 2018	December 14, 2018
Per Diem Timesheets	December 21, 2018	January 23, 2019

The noted deadlines allow per diem and substitute employees to be paid for all of December's time. Instead of being paid on January 15, 2019, substitute and per diem paid employees will be paid on January 23, 2019 for the November 26 through December 21 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	
Sandy Kiser-Stodden	643-2331	Aleks Spitsyn	643-7466	Emily Hanisits	643-7468
Mario Gallegos	643-7467	Cris Farinias	643-7470	Yesenia Hernandez	643-7469