



BULLETIN

SUBJECT: **AESOP/PER DIEM PAYROLL DEADLINES** **2019-20 NO. BS - 18**
AND PAY DATES

TO: All District Employees

DATE: October 14, 2019

PREPARED BY: Tanisha Turner, Director II

DEPARTMENT: Employee Compensation and Benefits

REVIEWED BY: Dr. Tiffany Smith-Simmons
Director II

APPROVED: 
 Rose Ramos,
 Chief Business Officer

District offices are closed from November 25, 2019 through November 29, 2019 and December 23, 2019 through January 3, 2020. In order to ensure payment on the mid-month payrolls, all paperwork and online AESOP Verification must be submitted in accordance with the following timelines:

SUBMIT	DEADLINE	PAY DATES
AESOP Reconciliation	Friday, November 22, 2019	Friday, December 13, 2019
Per Diem Timesheets	Friday, November 22, 2019	Friday, December 13, 2019
AESOP Reconciliation	Friday, December 20, 2019	Thursday, January 23, 2020
Per Diem Timesheets	Friday, December 20, 2019	Thursday, January 23, 2020

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, 2020, substitute and per diem paid employees will be paid on January 23, 2020 for the November 26, 2019 through December 20, 2019 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 (916) 643-2331	Aleks Spitsyn (916) 643-7466	Emily Hanisits (916) 643-7468
Vacant (916) 643-7467	Cris Farinias (916) 643-7470	Becky Salazar (916) 643-7469