



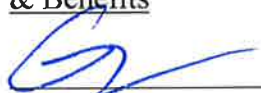
BULLETIN

SUBJECT: PAYROLL DEADLINES 2018-19 **2018-19 NO. BS - 3**

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

DATE: June 28, 2018

PREPARED BY: Tanisha Turner, Director II **DEPARTMENT:** Employee Compensation & Benefits

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

The following are this year's dates for paperwork due to Human Resources 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)
7-10-18	7-18-18	7-25-18	7-6-18
8-10-18	8-18-18	8-24-18	8-7-18
9-10-18	9-15-18	9-25-18	9-10-18
10-10-18	10-18-18	10-25-18	10-5-18
11-9-18	11-17-18	11-16-18	11-7-18
12-10-18	12-15-18	12-22-18	12-7-18
1-10-19	1-18-19	1-25-19	1-11-19
2-8-19	2-16-19	2-23-19	2-6-19
3-8-19	3-16-19	3-23-19	3-7-19
4-10-19	4-18-19	4-25-19	4-5-19
5-10-19	5-18-19	5-25-19	5-7-19
6-10-19	6-15-19	6-25-19	6-7-19

If you have questions, please contact Tanisha Turner, Director II at (916) 643-7465.