



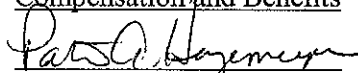
BULLETIN

SUBJECT: PAYROLL DEADLINES 2011-12 2011-12 No. AS-18

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

DATE: September 7, 2011

PREPARED BY: Tanisha Turner **DEPARTMENT:** Compensation and Benefits

REVIEWED BY: Christina Villegas **APPROVED:** 

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)
07-08-11	06-17-11	07-25-11	08-05-11
08-10-11	07-15-11	08-25-11	09-06-11
09-09-11	08-18-11	09-23-11	10-05-11
10-10-11	09-16-11	10-25-11	11-04-11
11-10-11	10-14-11	11-18-11	12-05-11
12-09-11	11-18-11	12-23-11	01-09-12
01-09-12	12-15-11	01-09-12	02-03-12
02-10-12	01-13-12	02-24-12	03-05-12
03-09-12	02-15-12	03-23-12	04-05-12
04-10-12	03-16-12	04-25-12	05-04-12
05-09-12	04-13-12	05-25-12	06-05-12
06-08-12	05-18-12	06-25-12	07-05-12

If you have any questions, please contact Tanisha Turner, Payroll Supervisor, at (643)-7465.