



BULLETIN

SUBJECT: PAYROLL DEADLINES AND PAY DATES **2011-12 NO. AS-25**

TO: All District Employees
Office Managers: Please Post at Site

DATE: November 2, 2011

PREPARED BY: Tanisha Turner **DEPARTMENT:** Employee Compensation & Benefits

REVIEWED BY: Marianne Clemmens **APPROVED:** _____

District offices will be closed from November 19, 2011 through November 27, 2011 and December 24, 2011 through January 8, 2012. In order to ensure payment on the mid-month and month-end payrolls, paperwork must be submitted in accordance with the following timelines:

SUBMIT	DEADLINE	PAY DATE
Sub Pay Verification	November 28, 2011 by 4:00 p.m.	December 15, 2011
Sub Pay Verification	January 9, 2012 by 4:00 p.m.	January 20, 2012
Per Diem Timesheets	November 18, 2011	December 15, 2011
Per Diem Timesheets	December 23, 2011	January 20, 2012

As in previous years, these deadlines allow per diem and substitute employees to be paid for all of December's time worked. Employees will be paid on January 20, 2012 for their time worked November 26 through December 25.

Please be sure to do your Sub Pay Online Verification and turn in all per diem and labor statements by the deadlines above, 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
Gabe Estrada 643-7469	Sandy Kiser-Stodden 643-2331	Aleks Spitsyn 643-7466
Tiffany Snowdon 643-7470	Emily Hanisits 643-7468	Tami Mora 643-7467

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