




# BULLETIN

**SUBJECT:** PAYROLL DEADLINES AND PAY DATES **2013-14 NO. BS-10**

**TO:** All District Employees

**DATE:** November 14, 2013

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

**REVIEWED BY:** Roxanne Findlay **APPROVED:** 

As you know, District offices are closed from **November 25, 2013** through **November 29, 2013** and **December 23, 2013** through **January 3, 2014**. In order to ensure payment on the mid-month payrolls, paperwork and online Sub Pay Verification must be submitted in accordance with the following timelines:

SUBMIT	DEADLINE	PAY DATES
<b>Sub Pay Verification</b>	November 22, 2013	December 13, 2013
<b>Sub Pay Verification</b>	January 6, 2014 by 9am	January 22, 2014
<b>Per Diem Timesheets</b>	November 22, 2013	December 13, 2013
<b>Per Diem Timesheets</b>	December 20, 2013	January 22, 2014

As in previous years, adherence to these deadlines allows per diem and substitute employees to be paid for all of December's time. Instead of being paid on January 15, 2014 for the time worked through the first week of December and waiting for the balance for December's time to be paid on the February check, employees will be paid on January 22, 2014 for the November 26<sup>th</sup> through December 25<sup>th</sup> pay period. **Again substitute and per diem paid employees will receive a check on January 22, 2014 instead of January 15, 2014.**

Please be sure to complete your Sub pay Online Verification and turn in all per diem and labor statements by the deadlines noted above as we will be on a very tight payroll 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**  
Gabe Estrada 643-7469  
Tiffany Snowdon 643-7470

**AREA 2**  
Sandy Kiser-Stodden 643-2331  
Emily Hanisits 643-7468

**AREA 3**  
Aleks Spitsyn 643-7466  
Tami Mora 643-7467