




BULLETIN

SUBJECT: PAYROLL DEADLINES AND PAY DATES **2016-17 NO. BS - 74**

TO: All District Employees

DATE: 11/15/2016

PREPARED BY: Tanisha Turner, Director II
Tami Mora, Supervisor **DEPARTMENT:** Employee Compensation and Benefits

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

As you know, District offices are closed from November 22, 2016 through November 25, 2016 and December 26, 2016 through January 6, 2017. In order to ensure payment on the mid-month payrolls, paperwork and online AESOP Verification must be submitted in accordance with the following timelines:

SUBMIT	DEADLINE	PAY DATES
AESOP Reconciliation	November 21, 2016	December 15, 2016
AESOP Reconciliation	December 23, 2016	January 23, 2017
Per Diem Timesheets	November 18, 2016	December 15, 2016
Per Diem Timesheets	December 23, 2016	January 23, 2017

As in previous years, these deadlines allow per diem and substitute employees to be paid for all of December's time. Instead of being paid on January 13, 2017, employees will be paid on January 23, 2017 for the November 26th through December 25th pay period. Again substitute and per diem paid employees will receive a check on January 23, 2017 instead of January 13, 2017.

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	
Michelle DuPaty	643-7468	Sandy Kiser-Stodden	643-2331	Aleks Spitsyn	643-7466
Mario Gallegos	643-7467	Tiffany Snowdon	643-7470	Christopher Andrusyna	643-7469