

WESTERN PLACER UNIFIED SCHOOL DISTRICT
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DATE: July 25, 2011

TO: Administration, Site Secretaries, and Supervisors

FROM: Debbie McKinnon, Payroll Technician
 Rhia Zinzun, Payroll Technician

SUBJECT: 2011-2012 TIMESHEET DEADLINES FOR 10TH OF MONTH

Following is the schedule of timesheet cutoff dates, due dates and check dates for the supplemental payroll. Please remember that the Payroll Department is required to meet deadlines enforced by the County Office. **We have a short timeline to review and enter timesheets received, so it is EXTREMELY IMPORTANT that timesheets be completely accurately, i.e. completed in black or blue INK, correct dates/hours/periods, site, correct position title, who subbing for, both employee and authorizing dated signatures, and coding if charged to site or designated special programs.**

CUTOFF DATES	DATE DUE TO PAYROLL	TIME DUE TO PAYROLL	CHECK DATES
8/25/11	8/26/11	4 p.m.	9/9/11
9/23/11	9/26/11	4 p.m.	10/10/11
10/25/11	10/26/11	4 p.m.	11/10/11
11/25/11	11/28/11	4 p.m.	12/9/11
12/15/11	12/16/11	4 p.m.	1/10/12
1/25/12	1/26/12	4 p.m.	2/10/12
2/24/12	2/27/12	4 p.m.	3/9/12
3/23/12	3/26/12	4 p.m.	4/10/12
4/25/12	4/26/12	4 p.m.	5/10/12
5/25/12	5/29/12	4 p.m.	6/8/12
6/25/12	6/26/12	4 p.m.	7/10/12

IMPORTANT: ANY TIMESHEETS SUBMITTED AFTER THE DEADLINE WILL BE PAID ON THE NEXT AVAILABLE PAYROLL DATE. PLEASE SUBMIT TIMESHEETS BY DUE DATES.

MISC. DEADLINES:

- Coaching stipends and other extra assignment stipends should not be submitted until after the completion of the assignment.
- Class size overage stipends are paid after the end of each trimester.

Please let us know if you have any questions. Thank you for your assistance.