

MEMORANDUM

FROM: RHONDA MARQUETTE
 DATE: DEC 22, 2017
 SUBJECT: **FY 17-18 Time Sheet Due Dates / July - June**

This is a tentative schedule for time sheet due dates for FY 17-18.

2017	TIMESHEET CUT OFF/DUE TO DEPT HEAD	DUE TO PERSONNEL by 5:00PM	DUE TO FISCAL SVCS by 5:00PM	PAYDATE CHECK DATE
JULY	10 th	12 th	14 th	31 st
AUG	10 th	14 th	16 th	31 st
SEPT	8 th	12 th	14 th	29 th
OCT	10 th	12 th	16 th	31 st
NOV	9 th	14 th	16 th	30 th
DEC	8 th	11 th	12 th	22 nd
DEC				15 th WE & WH

NOV, DEC and FEB are really tight timelines that must be adhered to in order to get payroll processed in time. Thank you in advance for your cooperation.

2018				
JAN	10 th	12 th	17 th	31 st
FEB	9 th	13 th	15 th	28 th
MAR	9 th	13 th	15 th	29 th
APR	10 th	12 th	16 th	30 th
MAY	10 th	15 th	17 th	31 st
JUN	8 th	12 th	14 th	29 th

* JUN XX-29	6-29	7-6	7-10	7-31-18
** JUL 1-10	7-10	7-12	7-16	7-31-18
*** Summer School	7-XX (last day)	7-13	7-16	7-31-18

* June XX - 29th timesheets need to be turned in by 7-6. This allows us time to process all payments that will be paid 7-31-18.

** July 1 - 10th is the 1st timesheet period in the new fiscal year & will be paid at the end of July.

*** Summer School time worked is paid at the end of July. One timesheet should be submitted for all time worked June-July.

➤ If Department Head is unavailable to approve the timesheets, send timesheets to Personnel so processing can begin. Department Head should see Payroll Technician ASAP to sign timesheets.

Please note this is subject to change. A memo will be produced in advance when changes occur to this schedule.