




BULLETIN

SUBJECT: PAYROLL DEADLINES 2016-17 **2015-16 NO. BS-56**

TO: Principals, Administrators, Office Managers and
Administrative Support Staff

DATE: June 24, 2016

PREPARED BY: Tami Mora, Supervisor **DEPARTMENT:** Employee Compensation
and Benefits
Employee Compensation

REVIEWED BY: Monica Garland,
Human Resources
Gerardo Castillo, CPA **APPROVED:** 
Chief Business Officer

The following are this year's dates for paperwork due to Human Resource Services and Payroll Services for payroll deadlines:

Requisitions for Monthly Payroll	Requisitions for Mid-Month Payroll	Timesheets for Mid-Month Payroll	Absence Reports (1 st – End of Month)
7-8-16	6-17-16	7-25-16	7-8-16
8-10-16	7-18-16	8-25-16	8-5-16
9-9-16	8-18-16	9-23-16	9-8-16
10-10-16	9-16-16	10-25-16	10-7-16
11-10-16	10-18-16	11-18-16	11-7-16
12-9-16	11-18-16	12-23-16	12-7-16
1-10-17	12-16-16	1-25-17	1-13-17
2-10-17	1-18-17	2-24-17	2-7-17
3-10-17	2-17-17	3-24-17	3-7-17
4-7-17	3-17-17	4-25-17	4-7-17
5-10-17	4-18-17	5-25-17	5-5-17
6-9-17	5-18-17	6-23-17	6-7-17

If you have any questions, please contact Tami Mora, Payroll Supervisor at (916) 643-7491.