

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
600 SIXTH STREET, SUITE 400
LINCOLN, CA 95648
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DATE: June 1, 2020

TO: Administration, Site Secretaries, and Supervisors

FROM: Debbie McKinnon, Payroll Technician
Rhia Zinzun, Payroll Technician
Sylvia Ochoa-Corona, Payroll Technician

SUBJECT: 2020-2021 TIMESHEET/SUPPLEMENTALPAYROLL DEADLINES FOR 10TH OF MONTH

Following is the schedule of cutoff dates (**due by 3PM**) 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, stipends, etc. It is **EXTREMELY IMPORTANT** that all forms are completed accurately, **i.e. completed in BLACK or BLUE ink, correct Dates/Hours/Periods, correct Position & Site worked, description of work performed, "WHO" subbing for, both employee and administrator signature and date, and coding if charged to site or designated programs. Work performed for different classifications should be on separate timesheets.**

CUTOFF DATES	DATE DUE TO PAYROLL	TIME DUE TO PAYROLL	CHECK DATES
7/24/2020	7/27/2020	3 p.m.	8/10/2020
8/25/2020	8/26/2020	3 p.m.	9/10/2020
9/25/2020	9/28/2020	3 p.m.	10/9/2020
10/23/2020	10/26/2020	3 p.m.	11/10/2020
11/19/2020	11/20/2020	3 p.m.	12/10/2020
12/17/2020	12/18/2020	3 p.m.	1/8/2021
1/25/2021	1/26/2021	3 p.m.	2/10/2021
2/25/2021	2/26/2021	3 p.m.	3/10/2021
3/25/2021	3/26/2021	3 p.m.	4/9/2021
4/23/2021	4/26/2021	3 p.m.	5/10/2021
5/25/2021	5/26/2021	3 p.m.	6/10/2021
6/25/2021	6/28/2021	3 p.m.	7/9/2021

IMPORTANT: Please submit timesheets by due dates each month. Do not let employees hold timesheets beyond the current pay period. **THE DISTRICT IS CHARGED STRS INTEREST PENALTIES FOR LATE REPORTING.** Any timesheets submitted after the deadline will be paid on the next available payroll date, but we appreciate your cooperation in preventing late submission and unnecessary interest penalties.

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 SEMESTER.**

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