

TIMESHEET / ATTENDANCE DUE DATES AND PAY ISSUE DATES FOR 2017-2018

MONTH	LAST DAY TO BE		PAYDAY
	INCLUDED ON TIMESHEET	TIMESHEET DUE TO PAYROLL	
JUL 2017	JUNE 30, 2017	JULY 3, 2017	JULY 31, 2017
AUG 2017	JULY 31, 2017	AUG 03, 2017	AUG 31, 2017
SEP 2017	AUG 31, 2017	SEP 05, 2017	SEP 29, 2017
OCT 2017	SEP 30, 2017	OCT 04, 2017	OCT 31, 2017
NOV 2017	OCT 31, 2017	NOV 03, 2017	NOV 30, 2017
DEC 2017	NOV 17, 2017	*Nov 17, 2017	*DEC 15, 2017
DEC 2017	NOV 30, 2017	Dec 01, 2017	
JAN 2018	DEC 15, 2017 school sites DEC 31, 2017 all other depts.	*DEC 15, 2017 School Sites JAN 03, 2018 all other depts.	JAN 31, 2018
FEB 2018	JAN 31, 2018	FEB 05, 2018	FEB 28, 2018
MAR 2018	FEB 28, 2018	MAR 05, 2018	MAR 29, 2018
APR 2018	MAR 31, 2018	APRIL 04, 2018	APR 30, 2018
MAY 2018	APR 30, 2018	MAY 03, 2018	MAY 31, 2018
JUN 2018	MAY 31, 2018	JUNE 04, 2018	JUN 29, 2018
July 2018	DNP/10-12 Summer Pay Option - 1st installment		July 31, 2018
Aug 2018	DNP/10-12 Summer Pay Option - 2nd installment		Aug 31, 2018

* **November and December** payroll deadline is sooner due to the holidays.

If you have timesheet hours 11/20 to 11/30, they can be turned in on a separate timesheet 12/01.

Please turn in timesheets to the Payroll Dept. by 3:00 pm.

It is the responsibility of the employee to turn in each timesheet to the site secretary or Administrator at the end of each day / month. The timesheets are then verified and signed / initialed by an Administrator and must be turned in to the payroll department on the dates listed above.

Sick/Vacation Leave Balances

Please note that employee Sick/PN/Vacation balances are now printed on each paystub. The balance on the stub will reflect the balance as of the last day of prior month. Example: Payday is September 30th-the balance shown will be as of August 31st.

Pam Crist (CLASSIFIED) - Payroll Accountant 787-2027 pcris@ramonausd.net

Lisa Virgilio (CERTIFICATED) - Payroll Accountant 787-2026 lvirgilio@ramonausd.net