

TIMESHEET / ATTENDANCE DUE DATES AND PAY ISSUE DATES FOR 2016-2017

MONTH	LAST DAY TO BE INCLUDED ON TIMESHEET	TIMESHEET DUE TO PAYROLL	PAYDAY
AUG 2016	JULY 30, 2016	AUG 03, 2016	AUG 31, 2016
SEP 2016	AUG 31, 2016	SEP 02, 2016	SEP 30, 2016
OCT 2016	SEP 30, 2016	OCT 03, 2015	OCT 31, 2016
NOV 2016	OCT 31, 2016	NOV 03, 2016	NOV 30, 2016
DEC 2016	NOV 30, 2016	*Nov 18, 2016	*DEC 16, 2016
JAN 2017	DEC 16, 2016 school sites DEC 31, 2016 all other depts.	*DEC 16, 2016 School Sites JAN 03, 2017 all other depts.	JAN 31, 2017
FEB 2017	JAN 31, 2017	FEB 03, 2017	FEB 28, 2017
MAR 2017	FEB 28, 2017	MAR 03, 2017	MAR 30, 2017
APR 2017	MAR 31, 2017	APRIL 03, 2017	APR 28, 2017
MAY 2017	APR 29, 2017	MAY 03, 2017	MAY 31, 2017
JUN 2017	MAY 31, 2017	JUNE 02, 2017	JUN 30, 2017
July 2017	10/12 - 1st installment		July 31, 2017
Aug 2017	10/12 - 2nd installment		Aug 31, 2017

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

If you have timesheet hours 11/28 to 11/30, they can be turned in on a separate timesheet 12/2.

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/Vacation balances are now printed on each paystub. The balance on the stub will reflect the balance as of the 1st of that payroll month. Example: Payday is September 30th-the balance shown will be as of September 1st.

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

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