



MEMORANDUM

Calaveras Unified School District

TO: CUSD Contracted Staff
FROM: Payroll Department *JH*
DATE: April 30, 2011
SUBJECT: Year End Payroll Reminder – Timesheet Timeline

**To accommodate June 30th year-end accounting deadlines
Please follow this timeline for time sheet reporting:**

If you are not going to work extra time after the last day of school:

Please turn in **all timesheets and absences** to the site secretary prior to or no later than the last day of school, **Wednesday, June 8th**. These hours will be paid to you on June 30, 2011.

If you are going to work extra time from June 8th to June 15th with the exception of *Summer School*: Please turn in extra duty timesheets for actual time worked **through June 15th** to the Payroll Department prior to or no later than **Wednesday, June 15th**. These hours will be paid to you on June 30, 2011.

If you are going to work extra time from June 16th to June 30th with the exception of *Summer School*: Please use a **separate timesheet** for extra time worked and turn in to the Payroll Department as soon as possible or no later than **Thursday, June 30th**. These hours will be paid to you on July 15, 2011. **Please Note: there is no Direct Deposit with this pay run.**

Summer School - 2011

For **June actual *Summer School* time through June 30th**: Please submit hours on a *separate timesheet* and turn in to the Payroll Department as soon as possible or no later than **Thursday, June 30th**. These hours will be paid to you on July 31, 2011.

For **July actual *Summer School* time**: Please submit hours on a *separate timesheet* and turn in to the Payroll Department **on the last day of Summer School**. July time will be paid to you on August 31, 2011.

If you have any questions, please call the Payroll Department:

Trudy Dunnigan.....754-2305