



**MEMORANDUM**  
Calaveras Unified School District

**TO:** CUSD Contracted Staff  
**FROM:** Payroll Department *TA*  
**DATE:** May 31, 2013  
**SUBJECT:** June 30<sup>th</sup> Year End Payroll Reminder – Timesheet Timeline

**All 2012-2013 ABSENCES are due to PAYROLL by June 14<sup>th</sup>**

**Extra Duty Time – June 2013 – Do not include ESY Summer School**

**If you are NOT going to work extra time after the last day of school**

Please turn in **all timesheets** to the site secretary prior to or no later than the last day of school, **Wednesday, June 12<sup>th</sup>**.

**If you are going to work extra time from June 12<sup>th</sup> to June 17<sup>th</sup>**

Please turn in *authorized* timesheets for **actual** time worked **through June 17<sup>th</sup>** to the Payroll Department prior to or no later than **Monday, June 17<sup>th</sup>**. Extra time through June 17<sup>th</sup> is paid June 28<sup>th</sup>.

**If you are going to work extra time from June 18<sup>th</sup> to June 25<sup>th</sup>**

Please turn in *authorized* timesheets for **actual** time worked **through June 25<sup>th</sup>** to the Payroll Department prior to or no later than **Tuesday, June 25<sup>th</sup>**. Extra time through June 25<sup>th</sup> is paid July 15<sup>th</sup>. There is no direct deposit for this payroll.

**PLEASE TURN IN ALL TIMESHEETS AS SOON AS POSSIBLE IN ORDER TO MEET PAYROLL DEADLINES**

**ESY SUMMER SCHOOL – 2013 – Use separate timesheet**

**June ESY Summer School time:** Please submit hours on a *separate timesheet* (*transportation use separate goldenrod*) and turn in to the Payroll Department **as soon as possible** or no later than **Friday, June 28<sup>th</sup>**. June Summer School is paid July 31<sup>st</sup>.

**July ESY 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 Summer School is paid August 31<sup>st</sup>.

If you have any questions, please call **Trudy x2305 (A-O)** or **Karen x2344 (P-Z)**