

Payroll Office Memorandum

To: All Administrators, All Supervisors, Office Managers, and Director Secretaries
From: Kim Grannis, Payroll Supervisor
Date: April 19, 2018
Re: June Exception Time Sheets and June Payroll-Related Reports

Please note the exception time sheets for May are due on Friday, June 1st, 2018.

Just a reminder that June exception time sheets (O.T., extended contract, etc.), for the month of June are due on Friday, June 15, 2018. **Payroll processes four (4!) payrolls in June. If you are holding onto exception time sheets from previous months in this school year, they're past due. Exception time sheets are to be turned in monthly, not at the end of the year. If you have any past-due exception time sheets on hand, please send them to the Payroll Office now; do not wait until June to turn them in.**

In order for 10-month employees to receive their June 29 paycheck or direct deposit, all June exception time sheets and payroll-related reports must be delivered to the Payroll Office at the Administration Center, Room 110, by 5 p.m. by Friday, June 15, 2018. If you missed the courier mail pick-up on June 14 or 15, you'll need to hand-deliver time sheets/reports by June 15, in order to meet the deadline. Please inform Payroll if you have an employee that will not be working through the end of their 2017-18 contract.

All absences requiring a Personal Leave Request form (HR 108 or HR 109), must be sent to Human Resources, as soon as possible. In order for an employee to be paid for an absence, when the Balance-of-Contract (BOC) payrolls are processed, any employees who leave for the summer without turning in a Leave Request form prior to leaving must return to their worksite to complete the form.

The deadline for *all* June exception time sheets is June 15, even if an employee is working on or beyond June 15. Employees who work on or past June 15 must submit an exception time sheet with the time they are scheduled to work projected out. If for any reason the projected time needs to be adjusted after it is submitted, please notify Payroll as soon as possible. Do not include make up snow time on an exception time sheet, unless you are certain the employee is owed compensation for the time.

In order for Payroll to have adequate time to process and issue June 29 BOC paychecks, it is critical that exception time sheets) are delivered to the Payroll Office by the June 15 deadline.

I sincerely appreciate your help in this matter. If you have any questions, please contact the Payroll Department.