

## **PAYROLL INFORMATION FOR FEBRUARY 2012**

Teacher time sheets are due in the Business Office on Friday, February 10th. If necessary, please e-mail your absences to Katie Allen and Katy Caldwell at [BoPayrollLead@gfps.k12.mt.us](mailto:BoPayrollLead@gfps.k12.mt.us) through February 14th. If you know in advance a teacher is going to be gone, go ahead and mark it on the time sheet rather than waiting to email. Teachers who use time cards should also turn them in at this time. All other time cards are due in the Business Office the **morning** of Wednesday, February 22nd. Substitute teacher time sheets are due by the 2<sup>nd</sup> of each month.

All time cards are due on the above dates. Do not put them in the school mail any later, as it will be impossible to pay them in the current pay period. All time cards must be signed by the employee before pay checks will be released.

*All federal time cards are due to federal programs office two days before the dates listed above.*

Secretaries, please review your time card check-off list and be sure all employees have turned in their time cards.

## **TERMINATING EMPLOYEES**

Any employee terminating their employment with the district must send their timecard to the business office immediately upon termination (DO NOT wait for the end of the pay period). If the employee will be terminating shortly after the end of the pay period those days can be added to the current time card.