

PAYROLL INFORMATION FOR SEPTEMBER 2011

Teacher time sheets are due in the Business Office on Tuesday, September 13th. If necessary, please e-mail your absences to Katie Allen or Kris Lefebre each day through September 22nd. 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 Friday, September 23rd. Substitute teacher time sheets are due by the 2nd of each month.

Teacher cash advances will be paid on Friday, September 2nd.

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 on this 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.