

TIME SHEET DEADLINES 2011/12

PAY PERIOD	TIMESHEETS DUE TO PAYROLL OFFICE	FINAL DEADLINE FOR ALL PAPERWORK TO BE RECEIVED IN PAYROLL FROM H/R	PAY DAY
****SEE NOTE BELOW			
June 2011	July 5, 2011	Wed-July 13, 2011	July 29, 2011
July 2011	August 3, 2011	Tues-August 16, 2011	August 31, 2011
August 2011	September 2, 2011	Wed-September 14, 2011	September 30, 2011
September 2011	October 4, 2011	Thur-October 13, 2011	October 31, 2011
October 2011	November 3, 2011	Wed-November 9, 2011	November 30, 2011
November 2011	November 30, 2011 (1)	Fri-December 2, 2011	December 16, 2011
December 2011	January 4, 2012	Fri-January 13, 2012	January 31, 2012
January 2012	February 3, 2012	Fri-February 10, 2012	February 29, 2012
February 2012	March 2, 2012	Wed-March 14, 2012	March 29, 2012 (2)
March 2012	April 4, 2012 (3)	Thur-April 12, 2012	April 30, 2012
April 2012	May 3, 2012	Mon-May 14, 2012	May 31, 2012
May 2012	June 4, 2012	Thur-June 14, 2012	June 29, 2012
June 2012	July 5, 2012	Fri-July 13, 2012	July 31, 2012
<p>(1) November time sheets are due November 30 for payment December 16, 2011.</p> <p>(2) Pay Day for March will be 3-29-12 due to Cesar Chavez Day Celebrated at the County.</p> <p>(3) March time sheets are due during spring break. Drop off before but not after to ensure payment the end of the month.</p> <p>****THIS DEADLINE IS FOR ALL PAPERWORK TO BE RECEIVED IN PAYROLL FROM HUMAN RESOURCES. ANY PAPERWORK RECEIVED AFTER THIS DATE MAY NOT GET PROCESSED IN THE CURRENT PAYROLL CYCLE.</p>			