

September 12, 2016

TO: School District Administrators
 FROM: Division of Administration, Finance & Accountability
 SUBJECT: Payroll Processing Dates

Below are the payroll submission dates for October, November, December 2016:

PAYROLL SCHEDULE

	<u>Dist. Cut-Off*</u>	<u>Process</u>	<u>Period-End Date**</u>	<u>Pay Date**</u>
MID A	9/27/16	10/3,4/16	9/30/16	10/7/16
MID B	10/5/16	10/11/16	9/30/16	10/14/16
EOM	10/13/16	10/20,21,24/16	10/31/16	10/31/16
MID A	10/31/16	11/3,4/16	10/31/16	11/10/16
MID B	11/4/16	11/9/16	10/31/16	11/15/16
EOM	11/10/16	11/21,22,23/16	11/30/16	11/30/16
MID A	11/30/16	12/5,6/16	11/30/16	12/9/16
MID B	12/7/16	12/12/16	11/30/16	12/15/16
EOM	12/13/16	12/20,21,22/16	12/31/16	12/30/16

* Into County Office with signed prelist by noon.

** Use these dates for payroll prelists.

The dates listed above are consistent with our requirement for districts to qualify for a pre-audit prior to payroll running. If you find you are unable to meet the deadline, please call the Retirement Department to have your district placed on a post-payroll audit. In the event that you are on the post audit and errors are discovered, you will be required to make the changes on the next available payroll. Please call Vicki Lueck, (661) 636-4706, if you have any questions on this process.

PAQ:vll