



**MEMORANDUM**  
Calaveras Unified School District

**TO:** CUSD Contracted Staff  
**FROM:** Payroll Department  
**DATE:** May 31, 2014  
**SUBJECT:** June 30<sup>th</sup> Year End Payroll Reminder – Timesheet Timeline

**All 2013-2014 ABSENCES are due to PAYROLL by June 13<sup>th</sup>**

**Extra Duty Time – June 2014 – Does not include ESY Summer School**

**PLEASE TURN IN ALL TIMESHEETS AS SOON AS POSSIBLE IN ORDER TO MEET PAYROLL DEADLINES**

**If you are NOT going to work extra time after the last day of school**

Please turn in **all timesheets** to the Site Secretary prior to or no later than the last day of school, **Wednesday, June 11th**.

**If you are going to work extra time from June 12<sup>th</sup> to June 30<sup>th</sup>**

Please turn in **authorized** weekly timesheets for **actual** time worked **EACH Friday** to the Site Secretary or Payroll Department.

Extra time through June 1<sup>st</sup> through June 13<sup>th</sup> is paid June 30<sup>th</sup>.

Extra time June 14<sup>th</sup> through June 30<sup>th</sup> is paid July 15th. There is no direct deposit for this payroll.

**2014 ESY SUMMER SCHOOL – (6/16 to 7/11) – Use separate timesheet**

**June ESY Summer School time:** Please submit hours on a *separate timesheet (transportation use separate goldenrod)* and turn in to the Payroll Department **as soon as possible** or no later than **Monday, June 30<sup>th</sup>**. June Summer School is paid July 31st.

**July ESY Summer School time:** Please submit hours on a *separate timesheet* and turn in to the Payroll Department **on the last day of Summer School**. July Summer School is paid August 31st.

If you have any questions, please call **Trudy x2305 (A-O)** or **Karen x2344 (P-Z)**