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TO: Principals and Office Managers
FROM: Fiscal Services – Payroll Department
DATE: July 25, 2018
SUBJECT: 2018-2019 Timesheet Deadlines

The 2018-19 school year payroll timelines have been set. The prior month's timesheets must be received in **payroll** no later than the 7th of the subsequent month, as follows:

August 7, 2018 for all July timesheets
September 7, 2018 for all August timesheets
October 7, 2018 for all September timesheets
November 7, 2018 for all October timesheets
December 7, 2018 for all November timesheets
December 20, 2018 for all December timesheets **(NOTE HOLIDAY CHANGE)**
February 7, 2019 for all January timesheets
March 7, 2019 for all February timesheets
April 7, 2019 for all March timesheets
May 7, 2019 for all April timesheets
June 7, 2019 for all May timesheets
July 7, 2019 for all June timesheets

Timesheets received after the specified dates will not be paid until the end of the following month. **If the deadline falls on a Saturday or Sunday, the timesheets are due the Friday before.**

Please notify your staff to submit their timesheets to your office based on your timeline to review, sign and send to **payroll** by the above dates. Once reviewed and signed, please send only the top copy.

One final reminder, check stubs will only be available through the Employee Portal (<https://ep.vcoe.org/employeeportal/>) on the Human Resources web page.

Thank you for your understanding and cooperation.