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Superintendent

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TO: All CVUSD Staff
FROM: Fiscal Services – Payroll Department
DATE: December 8, 2017
SUBJECT: Timesheet Deadlines

Recent staffing changes in the payroll department have presented an opportunity to examine the efficiency and effectiveness of the District's payroll processes and procedures relative to the staff's ability to meet payroll deadlines established by the Ventura County Office of Education. In addition to nearly 1,900 regular classified and certificated employees paid on monthly assignments, the department receives and processes between 2,000-2,500 monthly timesheets for payment (e.g. substitute, specialists, campus supervisors, coaches, extra hours etc).

In order for the Payroll staff to effectively plan and carry out accurate and timely payroll processing in adherence to the County established monthly payroll deadline, the below specified deadlines must be adhered to in order for timesheets to be processed and paid on the month end pay-cycle. ***Timesheets received after the specified dates will not be paid until the end of the following month.***

We ask that staff involved in timesheet handling be sensitive to the financial impact late payments may have on other employees, and thus, route timesheets for authorization and signature as promptly as possible.

Additionally, you will soon notice information and application forms to enroll in direct deposit and electronic check stub delivery. After June 30, 2018, the District will no longer print checks and check stubs. Direct deposit and electronic check stub delivery (via email of your choice) is more convenient and expeditious for everyone.

Thank you for your understanding and cooperation.

TIMESHEET SUBMISSION DEADLINES

December 21, 2017

February 7, 2018

March 7, 2018

April 6, 2018

May 7, 2018

June 7, 2018

July 6, 2018