

MENIFEE UNION SCHOOL DISTRICT
Payroll Services

2011/12 "M" PAYROLL SCHEDULE

MONTH	PAYROLL	REPORTING PERIOD	TIME SHEET DUE DATE	PAY DATE
July	1M	07/01/11 - 07/10/11	07/11/11	07/29/11
August	2M	07/11/11 - 08/10/11	08/11/11	08/31/11
September	3M	08/11/11 - 09/10/11	09/12/11	09/30/11
October	4M	09/11/11 - 10/10/11	10/11/11	10/31/11
November	5M	10/11/11 - 11/10/11	11/10/11	11/30/11
December (Classified)	6M	11/11/11 - 12/10/11	12/09/11	12/29/11
December (Certificated)	6S	11/11/11 - 12/10/11	12/09/11	01/03/12
January	7M	12/11/11 - 01/10/12	01/11/12	01/31/12
February	8M	01/11/12 - 02/10/12	02/13/12	02/29/12
March	9M	02/11/12 - 03/10/12	03/12/12	03/30/12
April	10M	03/11/12 - 04/10/12	04/11/12	04/30/12
May	11M	04/11/12 - 05/10/12	05/11/12	05/31/12
June	12M	05/11/12 - 06/10/12	06/11/12	06/29/12
	12P ***	06/11/12 - 06/30/12	07/02/12	By 07/31/12

***For efficient reporting of salaries to the County Office for the 2011/12 fiscal year, year-end timesheets for all employees are to be turned in to Payroll by July 1, 2012. The reporting period covered by the 12P payroll for year-end purposes is June 11, 2012 through June 30, 2012. Please check with your site for the specific date these timesheets need to be turned in to the site secretary for processing.

REMINDER:

ONE (1) DAY LATE IS TOO LATE FOR PROCESSING. TIMESHEETS ARE DUE IN THE PAYROLL OFFICE ON THE DUE DATE LISTED ABOVE. LATE TIMESHEETS WILL NOT BE PROCESSED. Due to a very tight working schedule between pay periods and County Office deadlines, we cannot deviate from our due dates listed above for reporting time. If you have any questions, please call the Payroll Office at 951-672-1851 for Roxane Stearns (Certificated) on ext. 262, Jessica Guzman (Classified Monthly) on ext. 276, or Linda Sweet (Classified Exempt/Subs) on ext. 259.

All paychecks will be mailed to the home address the day before the pay date listed on the schedule above. Please note that certificated staff, including substitutes, will receive their December pay on January 3, 2012. This means that certificated personnel will receive their last paycheck for 2011 on November 30, 2011.

Direct deposit is available to all employees. We encourage all employees to take advantage of this service. If interested, contact Payroll for a direct deposit form or download the form from the District's website.

NOTE: Monthly salary for all permanent employees is paid from the first of the month through the last business day of each month. The above referenced reporting period is for all extra duty/overtime or sub work performed during that timeframe.