

BUSINESS, FACILITIES, AND OPERATIONS DIVISION PAYROLL SERVICES, MC 244

DATE: July 29, 2024

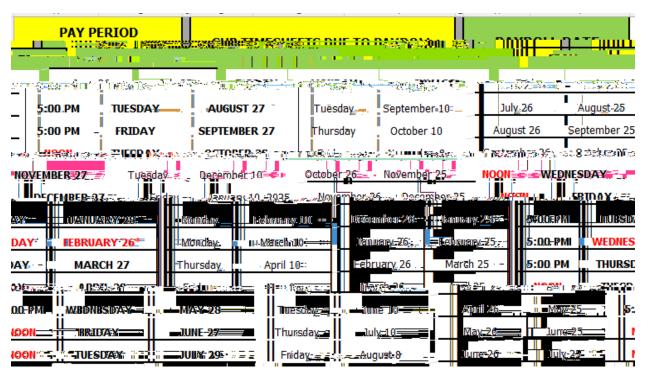
TO: All substitute staff member

FROM: Elvira Manuel, Payroll Supervisor

SUBJECT: FY 2024-2025 PAYROLL DEADLINES: SUBSTITUTES TIMESHEETS

The Payroll Deadline Information listed below, are for the month(s) of <u>July 2024 through June 2025</u>, for planning purposes and to ensure your program/dept. admin meets the respective cut-offs.

Please refer to the table below for <u>Substitute</u> payroll cutoff dates. NRCE and CLPE timesheets follow the same cut-off for all <u>non-permanent</u> staff. For any sub timesheets received after the cutoff dates, they will be processed with the <u>next</u> available payroll. *No sub timesheet submitted, means no substitute payroll is processed.



Note: As you receive timesheets, please submit the approved timesheet to Payroll@sccoe.org so cutoff dates can be adhered to