


Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 16-015

TO: MCOE Division/Department Heads
 FROM:  Suzette Burns
 Director, Payroll & Purchasing
 DATE: May 6, 2016
 RE: Summer School Timesheets

The procedure for submitting employee summer school timesheets is listed below. In order to allow for sufficient time to process payroll, timely submission of payroll data, as soon as it is available, is vital. Timely submission allows the payroll department to process warrants in a timely manner.

The June earnings, paid in July, will be reported in the 2015-16 fiscal year. Employees completing a June 11 through July 10 timesheet will need to complete two timesheets. The first timesheet should be completed for days worked from June 11 through June 30. The second timesheet should reflect days worked from July 1 through July 10. Managers should notify all employees of the timesheet process.

Certificated Employees

Employee timesheet cut-off date for summer school is the last working day of the month. Certificated hours must be submitted on the "MCOE Summer School Hourly Timesheet" (blue form).

Certificated	Month Hours Worked	Payroll Dept. Due Date	Payroll Date
June Summer School & Regular School Timesheets	June 11 - 30	July 7 @ 5:00 p.m.	July 15
July Summer School Timesheets	July 1 - 31	August 3 @ Noon	August 10

Classified Employees

Employee timesheet cut-off date for summer school is the 10th of the month.

Classified	Month Hours Worked	Payroll Dept. Due Date	Payroll Date
June Summer School & Regular School Timesheets	June 11 - 30	July 7 @ 5:00 p.m.	July 15
July Summer School Timesheet	July 1 - 10	July 13 @ 5:00 p.m.	July 29
July-August Summer School Timesheets	July 11 - August 10	August 14 @ 5:00 p.m.	August 31

Contact Sophia Preciado at ext. 317 or Susan Scheuermann at ext. 212 if you need further assistance.

cc: Colleen Stanley
 Dawn Tovey