

**Sent:** Monday, November 7, 2016 11:30 AM

**Subject:** REMINDER: Timesheet Deadlines for November & December

***Sent on behalf of Ellie Winter, Director of Payroll & Benefits***

Due to the upcoming holidays, in order for timely payment of the December 9, 2016 and January 10, 2017 payrolls, the Timesheet/Stipend Deadlines for November (paid December 9th) and December (paid January 10th) are as follows:

- October/November due date is **November 10, 2016** for the December 9, 2016 pay date
- November/December due date is **December 9, 2016** for the January 10, 2017 pay date

Due to the early Timesheet/Stipend Deadlines, any days worked and not recorded on the timesheet may be recorded on the next month's timesheet.

To ensure you receive your pay warrants on time, please plan accordingly and make sure that Payroll receives your timesheets by the deadlines. **As a reminder, all payroll warrants and direct deposit stubs will be mailed (the address listed on your paycheck).**

If you have questions, please contact the Payroll & Benefits Department  
at 916 566-1600 ext. 86320.