

Sent: Monday, February 6, 2017 8:59 AM

Subject: Timesheet Deadlines for February 2017

Sent on behalf of Ellie Winter, Director of Payroll & Benefits:
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Due to the upcoming February holidays, the Timesheet/Stipend Deadline for February is as follows:

- **Close of business Monday, Feb. 13, 2017 for the March 10, 2017 pay date** (Jan. 17 - Feb.10 pay period)

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

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