

DEPARTMENT OF CORRECTIONS 2015 PAYROLL CUTOFF DATES FOR TIMESHEETS

Pay Period Ending Date	CHECKS RECEIVED ON 1 ST Misc pay for 1-15 th of month	FINAL UPDATE FOR LWOP	CHECKS RECEIVED ON 15 TH Misc pay for 16 th to the end of month
	Date Timesheets Due to Payroll	Have final update to the Payroll Office no later than noon (PST)	Date Timesheets Due to Payroll
January	1/20	1/26	2/03
February	2/17	2/23	3/03
March	3/19	3/26	4/03
April	4/20	4/27	5/05
May	5/19	5/26	6/03
June	6/18	6/25	7/02
July	7/20	7/27	8/04
August	8/19	8/26	9/02
September	9/18	9/25	10/05
October	10/19	10/26	11/02
November	11/18	11/24	12/03
December	12/18	12/28	1/05

- First Run cutoff is the **15th** of each month.
- First Run includes all forecasted hours, LWOP hours reported, actual time worked for part time and temporary employees, as well as all misc pay, overtime and differentials for the 1-15th of the month.
- Final timesheets must be signed by the employee and supervisor and must reflect totals in the appropriate pay/leave type column. Employees who sign their time sheets prior to pay day need to be sure they also date the time sheet.

Overtime Authorization Forms: Should be submitted to Payroll Unit once a month with the final time sheet for the pay period.

Work Schedule Changes: For Security Staff, a copy of the schedule change report is to be provided before each set of timesheets, saved in the U:drive. For all other DOC staff, work schedule changes are due to the Payroll Unit when the new schedule is put into affect. This allows the update of the payroll system and a smooth payroll.

Leave-Without-Pay: All known LWOP is to be reported to Payroll with the Run 1 timesheets. Any changes and/or additions are to be provided to payroll before noon on the day of final close.