



Tehama County Department of Education

Richard DuVarney
Tehama County
Superintendent
of Schools

1135 Lincoln Street Red Bluff CA 96080 | 530.527.5811 | www.tehamaschools.org

2017/2018 SUPPLEMENTAL PAYROLL DATES Substitute & Short Term Contract Employees

Pay Date	Timesheet Period Processed	Timesheet Due Date	Date Checks Will Be Mailed
7/10/17	6/1 - 6/30 2017	06/30/17	7/07/17
8/10/17	7/1 - 7/31 2017	7/31/17	8/09/17
9/08/17	8/1 - 8/31 2017	8/31/17	9/07/17
10/10/17	9/1 - 9/30 2017	9/29/17	10/09/17
11/09/17	10/1 - 10/31 2017	10/31/17	11/08/17
12/08/17	11/1 - 11/30 2017	11/30/17	12/07/17
1/10/18	12/1 - 12/31 2017	12/29/17 (or last day worked)	1/09/18
2/09/18	1/1 - 1/31 2018	01/31/18	2/08/18
3/09/18	2/1 - 2/28 2017	2/28/18	3/08/18
4/10/18	3/1 - 3/31 2018	3/30/18	4/09/18
5/10/18	4/1 - 4/30 2018	4/30/18	5/09/18
6/08/18	5/1 - 5/31 2018	5/31/18	6/07/18
7/10/18	6/1 - 6/30 2018	6/29/18	7/09/18

PLEASE DO NOT HOLD TIMES SHEETS – To avoid penalties & interest from tax and retirement agencies, time sheets should be submitted timely to the applicable department/supervisor for approval & payment at the end of any month work was performed. Late time sheets will not be processed until the next supplemental payroll.

Please contact me at least 5 days prior to the pay date to request a check be held for pick up rather than mailed. Must present valid I.D. upon pick up and checks will not be released prior to the pay date.

PAYROLL – LOURIE LARCADE
(530) 528-7335

llarcade@tehamaschools.org

Serving Students, Schools, and the Community

Antelope | Corning Elementary | Corning High | Elkins | Evergreen | Flournoy | Gerber | Kirkwood
Lassen View | Los Molinos | Red Bluff Elementary | Red Bluff High | Reeds Creek | Richfield