



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

2016/2017 SUPPLEMENTAL PAYROLL DATES

Substitute & Short Term Contract Employees

Pay Date	Timesheet Period Processed	Timesheet Due Date	Date Checks Will Be Mailed
7/08/16	6/1 - 6/30 2016	7/1/16	7/07/16
8/10/16	7/1 - 7/31 2016	8/02/16	8/09/16
9/09/16	8/1 - 8/31 2016	9/02/16	9/08/16
10/10/16	9/1 - 9/30 2016	10/03/16	10/07/16
11/10/16	10/1 - 10/31 2016	11/02/16	11/09/16
12/09/16	11/1 - 11/30 2016	12/02/16	12/08/16
1/10/17	12/1 - 12/31 2016	12/30/16 (or last day worked)	1/09/17
2/10/17	1/1 - 1/31 2017	2/02/17	2/09/17
3/10/17	2/1 - 2/29 2017	3/02/17	3/09/17
4/10/17	3/1 - 3/31 2017	4/03/17	4/07/17
5/10/17	4/1 - 4/30 2017	5/02/17	5/09/17
6/09/17	5/1 - 5/31 2017	6/02/17	6/08/17
7/10/17	6/1 - 6/30 2017	7/03/17	7/07/17

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