

BISHOP C.I.S.D.
PAYROLL DEADLINES AND PROCEDURES

WEEKLY: TIME CARDS from the previous week are due in the payroll office the following MONDAY* by 8:00 a.m.

MONTHLY: SUB SHEETS, ABSENT FROM DUTY FORMS AND EXTRA DUTY/ SUPPLEMENTAL PAY SHEETS are due in the payroll office on the LAST WORKING DAY* of the month by 4:00 p.m. Have employees check their Absent from Duty Forms/Time Cards and have substitutes check their Substitute Sheets for accuracy before signing them & turning them in. Employee numbers are required on ALL payroll paperwork that is turned in. ***Do not use social security numbers***.

*** ALL payroll paperwork/bus requests must be CODED before turning them in to the payroll office.

IF AN EMPLOYEE HAS NOT SIGNED HIS/HER TIMECARD/ABSENT FROM DUTY FORM OR TIME CARD OR IF YOUR PRINCIPAL/SUPERVISOR HAS NOT SIGNED IT, SEND ME A COPY. SEND THE ORIGINAL AS SOON AS IT HAS BEEN SIGNED.

MISCELLANEOUS: Requests for changes on personal information, address, deductions, etc... must be received by the LAST WORKING DAY of the month to be updated the FOLLOWING month.

*MAINTENANCE/TRANSPORTATION DEPT. DEADLINES REMAIN THE SAME DUE TO WEEKEND BUS TRIPS.

THANK YOU !!!

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