



Natomas Charter School

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MEMORANDUM

Administration

Charlie Leo
*Co-Founder and
 Executive Director*

Ting Sun, Ph.D.
Co-Founder

Chris Perry
Student Affairs Director

Jodi Retzloff
Finance and Budget Director

Kit Rich
Leading Edge Coordinator

Lynda Mulholland
PACT Coordinator

Laura Bariel
ILP Coordinator

Tammy Lee
PFAA Coordinator

NCS Board of Directors

Edward Aguilar
 Tina Chiginsky
 Holly Dallas
 Ron Dwyer-Voss
 Anne Peggins

Natomas Unified School District Board of Trustees

Jennifer Baker
 B. Teri Burns
 Ron Dwyer-Voss
 Susan Heredia
 Lisa Kaplan

To: Hourly Employees and Substitute Teachers
 From: Business Services, Payroll
 Subject: Variable Payroll Deadline
School Year 2008-2009

Please take a few minutes to read this new payroll deadline. As always, if we receive timesheets after the Payroll deadline, payment for your services will not be made until the next pay date. **ALL TIMESHEETS MUST BE SIGNED BY YOUR COORDINATOR BEFORE TURNING INTO THE BUSINESS OFFICE.** Paychecks are handed out by Joe Ascherman in the Business Office. Paychecks for all substitute employees will be mailed unless other arrangements have been made through the Business Office.

Last Date on Timesheet	Timesheets Due into Payroll (with all Approvals)	Pay Date
July 18	July 23	August 8, 2008
August 20	August 25	September 10, 2008
September 19	September 24	October 10, 2008
October 20	October 23	November 10, 2008
November 20	November 21	December 10, 2008
December 18	December 19	January 9, 2009
January 20	January 23	February 10, 2009
February 20	February 25	March 10, 2009
March 20	March 25	April 10, 2009
April 20	April 23	May 8, 2009
May 20	May 22	June 10, 2009
June 26	June 29 - Noon	July 10 (Mailed)

Thank you for your cooperation!!!