



AMADOR COUNTY OFFICE OF EDUCATION  
AMADOR COUNTY UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES  
217 Rex Avenue -Jackson, CA 95642  
FAX (209) 223-1733

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Important Reminders and Deadlines

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Welcome back to the 2018/19 school year. Payroll dates and due dates are listed for both End of Month and Supplemental Payrolls on the reverse side. To help us process your paperwork in a timely manner, please review these guidelines.

**Submit your Payroll Timesheets** to the proper person at your site for signature and processing **by the last day of each month** to assure they are signed and forwarded to the Payroll Office by the due date listed on the reverse. **Please do not hold timesheets for any reason.**

**Conference reimbursement and mileage** forms are to be submitted to the Business Office monthly. Please **do not hold** onto the reimbursements. The forms should be completed and submitted in a timely manner in order for the business department to process. If you have any questions, please contact Debby Thomas at 209-257-5337 in the Business Office.

**Report of Absence** (ROA) forms must be **signed and returned to your school office immediately**. If you have been absent it is your responsibility to submit the forms. Please indicate the actual number of hours you were absent. Do not include your lunch break/hour in the hours submitted. Example: if you are a 6.25 hour employee and are gone all day, do not write all day. For "hours absent" write 6.25 hours. **Verify the hours** reported on the ROA match the hours reported on AESOP (sub caller).

Do not mark "Other" as Reason for Absence on the ROA without explaining on the adjacent line. Many of the Report of Absences with "Other" submitted are actually Leave Requests which require an approved Leave Request form as well as a Report of Absence.

**Substitute teachers are paid from the teacher's Report of Absence. Please submit immediately.**

Use your legal name as submitted to the Personnel Office on all documents submitted to the District Office.

**Open Enrollment for Health and Welfare Benefits** is from September 1 through September 15, 2018 with the new plans starting October 1, 2018. More information is available on-line at <http://www.amadorcoe.org> on the Business web page. Any and all changes to your insurance must be submitted to MYCVT at <https://mycvtrust.org> or in the Business Office by September 15, 2018. **Due to time constraints, late submissions will not be accepted.**

All CVT Health Plans and Rates and MYCVT online member enrollment account set up instructions are posted at <http://www.amadorcoe.org>.

**Conference/Meal reimbursement information available on [amadorcoe.org](http://www.amadorcoe.org), on the Business Payroll tab.**

Key to earnings detail on your payroll check.

Earnings	
NML Normal payroll line	LDST Lead Teacher Stipend (Teacher in Charge)
ARR Previous month's additional hours and/or OT hours	DCST Department Chair
LONG Longevity	COA Coach
DGST Educational Stipend	ADJ Adjustment of Wages, usually docks
CRST Creditable Stipend	OUTG Outgrowth

\*\*\*\*\*Any questions regarding your pay check please contact payroll.\*\*\*\*\*