



August 11, 2021

SJCOE Employees,

Welcome back! As we embark on the 2021-2022 school year, we would like to inform you that effective immediately, all timesheets must be submitted directly to your department no later than the 21st of each month. We will no longer accept electronic copies of timesheets; this includes but is not limited to scanned or emailed copies and the drop box at the Nelson Building will be removed.

Timelines for submission and payment will remain the same. **Timesheets are due no later than the 21st of each month** unless it falls on a weekend/holiday; in such cases, your timesheet must be submitted the Friday prior to the 21st day of the month. Checks will continue to be paid on the 10th of the month provided timesheets are received on time for all substitute and temporary staff. Non-temporary staff will be paid at the end of the month, as usual. Late submissions of timesheets will result in a delay in your pay.

If you have questions or need further assistance, please email, or call the support staff listed for your department.

Department	Support Staff	Email	Phone Number
Administration	Marlene Flau	mflau@sjcoe.net	468-9151
Business Services	Linda Bonk	lbonk@sjcoe.net	468-4830
Code Stack	Juanita Guillen	jguillen@sjcoe.net	953-2161
COSP/Venture	Shannon Allen	sallen@sjcoe.net	468-9189
Educational Services (ECE, Head Start, Comp Health)	Mary Zaklan	mzaklan@sjcoe.net	468-4856
IT	Rosie Flores	rflores@sjcoe.net	207-5797
Operations	Kim Affonso	kaffonso@sjcoe.net	468-9230
Special Education	Nicole Zeiher	nzeiher@sjcoe.net	468-9281
Teachers College SJ	Vicky DePrater	vdeprater@sjcoe.net	468-9155

Thank you,

Amy Thompson

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Director II, Human Resources