

From: [Seher, Kristy](#)
To: [Roberts, Taryn](#)
Cc: [Morrison, Julia](#)
Subject: RE: Payroll Deadlines
Date: Tuesday, March 2, 2021 3:29:31 PM

Taryn,

That should not be a problem. I will resume benefit balancing once I get a final W2 issue resolved.

Thank You, Kristy

Kristy Seher
Payroll & Benefits Manager
707-476-4128
707-476-4421 Fax



From: Roberts, Taryn <Taryn-Roberts@Redwoods.edu>
Sent: Tuesday, March 2, 2021 3:20 PM
To: Seher, Kristy <Kristy-Seher@Redwoods.edu>
Cc: Morrison, Julia <Julia-Morrison@Redwoods.edu>
Subject: Payroll Deadlines

Hi Kristy,

We are working on our Fiscal year Transition plan. I was hoping the deadlines below for payroll journal entries would work for you;

QTR1 & QTR 2: Due by June 30th, 2021

QTR3 & QTR4: Due by July 31st, 2021

Please let me know if you have any questions or concerns about these dates.

Thank you,

Taryn Roberts
Budget and Accounting Analyst
College of the Redwoods
707-476-4123