

2008/2009
TIMESHEET DUE DATES
CERTIFICATED & CLASSIFIED
CONTRACT EMPLOYEES

Timesheets for the Month of:	Due in Payroll:	To be Paid:	
		***Classified Pay Date:	Certificated Pay Date:
June	Thursday, July 10	July 31	August 1
July	Monday, August 11	August 29	September 2
August	Wednesday, September 10	September 30	October 1
September	Friday, October 10	October 31	October 31
October	Monday, November 10	November 26	December 1
November	Wednesday, December 10	December 30	December 31
December	Friday, January 9	January 30	February 2
January	Tuesday, February 10	February 27	March 2
February	Tuesday, March 10	March 31	April 1
March	Friday, April 10	April 30	May 1
April	Monday, May 11	May 26	June 1
May	Wednesday, June 10	June 30	July 1
June	(Year End Due Dates Will Apply)		

*****PLEASE NOTE*****

There has been a change in the pay dates for Classified timesheets. **They will no longer be paid on the 15th of the month.** They will now be paid at the end of each month due to time constraints. All Classified and Certificated contract timesheets now have the same due dates.

Timesheets are due to the Payroll Department by 4:30 p.m. on the due date.

Any timesheets received after the proposed date and time will be paid on the next regular payroll cycle.

It is necessary for the timesheets to be completed with all required signatures, account numbers and properly filled out before payroll receives them. Any incomplete timesheets will be sent back to the site and will cause delay in payment.

Timesheet Due Dates.xls

7/1/2008

