

2008/2009  
**TIMESHEET DUE DATES**  
**CERTIFICATED & CLASSIFIED**  
***SUBSTITUTE AND HOURLY EMPLOYEES***

<b>Timesheet for Pay Period Ending:</b>	<b>Due in Payroll:</b>	<b>Pay Date:</b>
July 15	Tuesday, July 22	August 9
August 15	Friday, August 22	September 9
September 15	Monday, September 22	October 9
October 15	Wednesday, October 22	November 9
November 15	Friday, November 21	December 9
December 15	Tuesday, December 16	January 9
January 15	Tuesday, January 22	February 9
February 15	Friday, February 20	March 9
March 15	Friday, March 20	April 9
April 15	Wednesday, April 22	May 9
May 15	Friday, May 22	June 9
June 15	Monday, June 22	July 9

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.