

2011/2012  
TIMESHEET DUE DATES  
CERTIFICATED & CLASSIFIED  
**CONTRACT EMPLOYEES**

| Timesheets<br>for the<br>Month of: | To be Paid:                     |              |               |
|------------------------------------|---------------------------------|--------------|---------------|
|                                    | Due in Payroll:                 | Classified:  | Certificated: |
| June                               | Monday July 11                  | July 29      | August 1      |
| July                               | Wednesday August 10             | August 31    | September 1   |
| August                             | Friday September 9              | September 30 | October 3     |
| September                          | Monday October 10               | October 31   | November 1    |
| October                            | Thursday November 10            | November 30  | December 1    |
| November                           | Wednesday December 7            | December 29  | January 2     |
| December                           | Tuesday January 10              | January 31   | February 1    |
| January                            | Wednesday February 8            | February 29  | March 1       |
| February                           | Friday March 9                  | March 30     | April 2       |
| March                              | Tuesday April 10                | April 30     | May 1         |
| April                              | Thursday May 10                 | May 31       | June 1        |
| May                                | Friday June 8                   | June 29      | July 2        |
| June                               | (Year End Due Dates Will Apply) |              |               |

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.