

2011/2012  
TIMESHEET DUE DATES  
CERTIFICATED & CLASSIFIED  
***SUBSTITUTE AND HOURLY EMPLOYEES***

Timesheet for Pay Period Ending:	Due in Payroll:	Warrant Pay Date:
July 15	Friday July 22	August 9
August 15	Monday August 22	September 9
September 15	Thursday September 22	October 9
October 15	Friday October 21	November 9
November 15	Friday November 18	December 9
December 15	Friday December 16	January 9
January 15	Friday January 20	February 9
February 15	Wednesday February 22	March 9
March 15	Friday March 16	April 9
April 15	Friday April 20	May 9
May 15	Tuesday May 22	June 9
June 15	Friday 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.