

2023/2024
CERTIFICATED & CLASSIFIED
CONTRACT EMPLOYEES
TIMESHEET DUE DATES

Documents for the Month of:	Due in Payroll:	TO BE PAID:	
		Classified:	Certificated:
July, 2023	Thursay August 10	August 31	September 1
August, 2023	Monday September 11	September 29	October 2
September, 2023	Tuesday October 10	October 31	November 1
October, 2023	Thursday November 9	November 30	December 1
November, 2023	Friday December 8	December 29	January 3
December, 2023	Wednesday January 10	January 31	February 1
January, 2024	Friday February 9	February 29	March 1
February, 2024	Friday March 8	March 29	April 1
March, 2024	Wednesday April 10	April 30	May 1
April, 2024	Friday May 10	May 31	June 3
May, 2024	Monday June 10	June 28	July 1
June, 2024	Wednesday July 10	July 31	August 1

**All 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 processed on the next regular payroll cycle.**

It is necessary for the timesheets to be completed with all required signatures, account numbers and properly completed prior to submitting to Payroll. Incorrect or Incomplete timesheets will be returned to the site or department and may cause delay in payment.