

2023/2024
CERTIFICATED & CLASSIFIED
TIMESHEET DUE DATES
SUBSTITUTE AND HOURLY EMPLOYEES

Timesheet for Pay Period Ending:	Due in Payroll:	Warrant Pay Date:
July 15, 2023	Friday July 21	August 9
August 15, 2023	Monday August 21	September 11
September 15, 2023	Thursday September 21	October 10
October 15, 2023	Friday October 20	November 9
November 15, 2023	Monday November 20	December 11
December 15, 2023	Monday December 18	January 9
January 15, 2024	Friday January 19	February 9
February 15, 2024	Tuesday February 20	March 11
March 15, 2024	Wednesday March 20	April 9
April 15, 2024	Friday April 19	May 9
May 15, 2024	Monday May 20	June 10
June 15, 2024	Thursday June 20	July 09

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.**