



FINANCIAL SERVICES DEPARTMENT

2021-22 Excess Class Size

The submittal deadlines and pay dates for 2021-22 Excess Class Size are shown below. All certificated overages must be calculated and submitted on the 2021-22 Excess Class Size Claim Sheets (electronic spreadsheets). Links have been established based on teaching assignments to enable quick access to the Claim Sheets for each month.

Claim Sheet Instructions

1. Go to <https://natomasunified.org/class-size-ovrage-forms/>
2. Click on the instructional setting that relates to your assignment.
3. Click on the applicable month for which you are claiming overages.
4. Obtain Attendance Register Report from the site secretary.
5. Complete your name (last name first) and Employee ID Number (displayed on your paycheck).
6. Enter the total number of students on the roster for each day of the claim period.
7. Print, sign, and submit your excess class size claim sheet, along with copies of the Attendance Register Report to your site administrator/supervisor for approval by the "DATE DUE TO SITE ADMINISTRATOR."
8. Site secretaries will forward to Payroll for processing by the established deadlines.

2021-22 Class Size Overage Reporting Periods and Deadlines

CLAIM SHEET REFERENCE MONTH		CLAIM SHEET REPORTING PERIOD	DATE DUE TO SITE ADMINISTRATOR	DATE DUE TO PAYROLL	DATE PAID
August	2021	Aug. 23 - Aug. 31	September 8th	10th	October 8th
September	2021	Sept. 1 - Sept. 30	October 13th	15th	November 10th
October	2021	Oct. 1 - Oct. 30	November 10th	12th	December 10th
November	2021	Nov. 2 - Nov. 30	December 8th	10th	January 10th
December	2021	Dec. 1 - Dec. 18	January 12th	14th	February 10th
January	2022	Jan. 4 - Jan. 29	February 9th	11th	March 10th
February	2022	Feb. 1 - Feb. 26	March 9th	11th	April 8th
March	2022	Mar. 1 - Mar. 31	April 13th	15th	May 10th
April	2022	Apr. 1 - Apr. 30	May 11th	13th	June 10th
May	2022	May 3 - May 26	June 8th	10th	July 8th

For Assistance, please contact the Payroll Department at payrollbenefits@natomasunified.org.