



FINANCIAL SERVICES DEPARTMENT

2021-22 Timesheet & Monthly Absence Report Schedule

The Payroll Department is responsible for processing all employee paychecks. To ensure accurate and timely processing, employees should follow the established timelines and procedures for their applicable classification. **For timesheet and monthly absence reports procedures, please go to: <https://natomasunified.org/kb/payroll-procedures/>**

Employees are paid at the end of the month for the current month. For work performed beyond the normal salary agreement, such as extra duty and stipends, employees must complete and submit a timesheet. Timesheet earnings are paid at the end of the following month.

Timesheet earnings include:

- Certificated** - Extra Hours, Stipends, etc. (Excludes Class Size Overages **)
- Classified** - Extra Hours, Overtime, stipends.

Please adhere to the following timelines:

Last Day on Timesheet	Date Due to Supervisor	Date Due to Payroll	Paid Date
07/31/21	08/02/21	08/05/21	08/31/21
08/31/21	09/01/21	09/03/21	09/30/21
09/30/21	10/01/21	10/05/21	10/29/21
10/31/21	11/01/21	11/04/21	11/30/21
11/30/21	12/01/21	12/03/21	01/01/21
12/31/21	01/03/22	01/04/22	01/31/22
01/31/22	02/01/22	02/03/22	02/28/22
02/28/22	03/01/22	03/03/22	03/31/22
03/31/22	04/01/22	04/04/22	04/29/22
04/30/22	05/02/22	05/04/22	05/31/22
05/31/22	06/01/22	06/03/22	06/30/22
06/30/22	07/01/22	07/02/22	7/16/22*

School Sites: Turn in timesheets and/or Monthly Absence Reports *PRIOR* to leaving for winter break (By **12/17/21**). After break, they will be considered late.

Timesheets received after the "Date Due to Payroll" will be processed the **FOLLOWING MONTH**. Please **DO NOT** submit Timesheets without the proper budget code and authorized signature(s).

* Pay date is approximate because of crossover to 21-22 fiscal year

**For class size overage instructions, please go to <https://natomasunified.org/class-size-overage-forms/>