FINANCIAL SERVICES DEPARTMENT

2023-24 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, Coaching etc. (Excludes Class Size Overages)*
>
> **Classified -** *Extra Hours, Overtime, Stipends, Coaching*

Please adhere to the following timelines:

Last Day on Timesheet	Date Due to Supervisor	Date Due to Payroll	Paid Date	Google Folder
07/31/23	08/01/23	08/04/23	08/31/23	July
08/31/23	09/01/23	09/05/23	09/29/23	August
09/30/23	10/02/23	10/05/23	10/31/23	September
10/31/23	11/01/23	11/03/23	11/30/23	October
11/30/23	12/01/23	12/04/23	01/03/24	November
12/31/23	01/02/24	01/05/24	01/31/24	December
01/31/24	02/01/24	02/05/24	02/29/24	January
02/29/24	03/01/24	03/05/24	03/29/24	February
03/31/24	04/01/24	04/04/24	04/30/24	March
04/30/24	05/01/24	05/06/24	05/31/24	April
05/31/24	06/03/24	06/04/24	06/28/24	May
06/30/24	07/01/24	07/05/24	*7/12/24**	June

School Sites: *Turn in timesheets and/or Monthly Absence Reports PRIOR to leaving for winter break (By 12/22/23). 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 24-25 fiscal year
**For class size overage instructions, please go to https://natomasunified.org/class-size-overage-forms/