

Sequoia Union High School District Accounting/Payroll Department 2019-2020 Timesheet Cutoff Schedule

<u>FIRST WORK DAY TO BE INCLUDED ON TIMESHEET</u>	<u>LAST WORK DAY TO BE INCLUDED ON TIMESHEET</u>	<u>PROXIENT DUE DATE ENTERED BY EMPLOYEE</u>	<u>ADMINISTRATOR APPROVED TIMESHEETS DUE IN ACCOUNTING</u>	<u>PAYMENT ISSUE DATE FOR TIMESHEET***</u>
JUNE 1, 2019	JUNE 30, 2019	JUNE 30, 2019	JULY 3, 2019	JULY 31, 2019
JULY 1	JULY 31	JULY 31	AUGUST 5	AUG. 30, 2019
AUGUST 1	AUGUST 31	AUGUST 31	SEPTEMBER 4	SEPT. 30, 2019
SEPTEMBER 1	SEPTEMBER 30	SEPTEMBER 30	OCTOBER 2	OCT. 31, 2019
OCTOBER 1	OCTOBER 31	OCTOBER 31	NOVEMBER 4	NOV. 27, 2019
NOVEMBER 1	NOVEMBER 30	NOVEMBER 30	DECEMBER 3	DEC. 20, 2019
DECEMBER 1	DECEMBER 31	DECEMBER 31	JANUARY 7	JAN. 31, 2020
JANUARY 1	JANUARY 31	JANUARY 31	FEBRUARY 4	FEB. 28, 2020
FEBRUARY 1	FEBRUARY 29	FEBRUARY 29	MARCH 3	MARCH 31, 2020
MARCH 1	MARCH 31	MARCH 31	APRIL 7	APRIL 30, 2020
APRIL 1	APRIL 30	APRIL 30	MAY 4	MAY 29, 2020
MAY 1	MAY 31	MAY 31	JUNE 2	JUNE 30, 2020
JUNE 1, 2020	JUNE 30, 2020	JUNE 30, 2020	JULY 2, 2020	JULY 31, 2020

Revised 5/23/2019

TIMESHEETS WILL BE PROCESSED ONLY IF THEY MEET ALL THE REQUIREMENTS BELOW

- **EMPLOYEES MUST SUBMIT THEIR TIMESHEET IN PROXIENT ON THE LAST DAY OF THE MONTH**
- **SUBMIT TIMESHEETS WITHIN THE WORKED PAY PERIOD (DON'T HOLD THEM FOR THE ENTIRE SCHOOL YEAR AS THIS CAN CAUSE A PROBLEM WITH REPORTING RETIREMENT SERVICE CREDIT)**
- **TIMESHEETS NOT RECEIVED IN ACCOUNTING BY THE DUE DATE LISTED ABOVE WILL BE PROCESSED THE FIRST AVAILABLE PAY PERIOD AFTER PAYROLL HAS COMPLETED THEIR RESEARCH (MAY TAKE UP TO 3 PAY PERIODS)**
- **TIMESHEETS ARE CONSIDERED LATE IF NOT SUBMITTED WITHIN THEIR PERTAINING PAY PERIOD**
- **ONLY LIST FROM THE FIRST DAY TO THE LAST DAY PER EACH WORKED MONTH. IN CASE YOU ARE SUBMITTING LATE TIMESHEETS – EACH PRIOR MONTH NEEDS TO BE SUBMITTED ON A SEPARATE PROXIENT TIMESHEET USING CURRENT MONTH DATES AND LISTING THE ACTUAL WORKED DATES IN THE ASSIGNMENT DESCRIPTION SECTION**
- **MUST HAVE ALL REQUIRED SIGNATURES BASED ON FUNDING SOURCE BEFORE SENT TO ACCOUNTING**
- **EACH DATE MUST BE LISTED WITH NUMBER OF HOURS PER DATE (BLOCKS OF DATES ARE NOT ACCEPTED WITH THE EXCEPTION OF COACHING STIPENDS)**
- **HAVE CORRECT ACCOUNT NUMBERS**
- **HAVE DETAILED DESCRIPTION OF WORK PERFORMED (IF SUBSTITUTING, PLEASE PROVIDE NAME FOR WHOM YOU ARE SUBSTITUTING)**
- **CORRECTIONS MUST HAVE SUPERVISOR'S APPROVAL**

*****THIS INFORMATION PERTAINS TO THE DATE WHEN TIMESHEET WORK IS PAID FOR**

TIMESHEETS THAT DO NOT MEET THE CRITERIA ABOVE WILL BE RETURNED FOR CORRECTIONS. THEY WILL BE PROCESSED THE FOLLOWING PAY PERIOD WHEN ALL REQUIRED STEPS HAVE BEEN COMPLETED

NOTE: NEW EMPLOYEES MUST HAVE COMPLETED THE HIRING PROCESS THROUGH HUMAN RESOURCES BEFORE SUBMITTING TIMESHEETS FOR PAYMENT.