

# Sequoia Union High School District

## Accounting/Payroll Department

### 2020-2021 Timesheet Cutoff Schedule

<b><u>FIRST WORK DAY TO BE INCLUDED ON TIMESHEET</u></b>	<b><u>LAST WORK DAY TO BE INCLUDED ON TIMESHEET</u></b>	<b><u>PROXIENT DUE DATE ENTERED BY EMPLOYEE</u></b>	<b><u>ADMINISTRATOR APPROVED TIMESHEETS DUE IN ACCOUNTING</u></b>	<b><u>PAYMENT ISSUE DATE FOR TIMESHEET***</u></b>
JUNE 1, 2020	JUNE 30, 2020	JUNE 30, 2020	JULY 2, 2020	JULY 31, 2020
JULY 1	JULY 31	JULY 31	AUGUST 5, 2020	AUG. 31, 2020
AUGUST 1	AUGUST 31	AUGUST 31	SEPTEMBER 3, 2020	SEPT. 30, 2020
SEPTEMBER 1	SEPTEMBER 30	SEPTEMBER 30	OCTOBER 5, 2020	OCT. 30, 2020
OCTOBER 1	OCTOBER 31	OCTOBER 31	NOVEMBER 3, 2020	NOV. 30, 2020
NOVEMBER 1	NOVEMBER 30	NOVEMBER 30	DECEMBER 2, 2020	<b>DEC. 18, 2020</b>
DECEMBER 1	DECEMBER 31	DECEMBER 31	JANUARY 5, 2021	JAN. 29, 2021
JANUARY 1	JANUARY 31	JANUARY 31	FEBRUARY 2, 2021	FEB. 26, 2021
FEBRUARY 1	FEBRUARY 29	FEBRUARY 29	MARCH 3, 2021	MARCH 31, 2021
MARCH 1	MARCH 31	MARCH 31	APRIL 6, 2021	APRIL 30, 2021
APRIL 1	APRIL 30	APRIL 30	MAY 4, 2021	MAY 28, 2021
MAY 1	MAY 31	MAY 31	JUNE 2, 2021	JUNE 30, 2021
<b>JUNE 1, 2021</b>	<b>JUNE 30, 2021</b>	<b>JUNE 30, 2021</b>	<b>JULY 6, 2021</b>	<b>JULY 30, 2021</b>

Revised 5/28/2020

**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.**