

# Sequoia Union High School District

## Accounting/Payroll Department

### 2022-2023 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, 2022	JUNE 30, 2022	JUNE 30, 2022	JULY 5, 2022	JULY 29, 2022
JULY 1	JULY 31	JULY 31	AUGUST 3, 2022	AUG. 31, 2022
AUGUST 1	AUGUST 31	AUGUST 31	SEPTEMBER 2, 2022	SEPT. 30, 2022
SEPTEMBER 1	SEPTEMBER 30	SEPTEMBER 30	OCTOBER 5, 2022	OCT. 31, 2022
OCTOBER 1	OCTOBER 31	OCTOBER 31	NOVEMBER 2, 2022	NOV. 30, 2022
NOVEMBER 1	NOVEMBER 30	NOVEMBER 30	DECEMBER 1, 2022	<b>DEC. 16, 2022</b>
DECEMBER 1	DECEMBER 31	DECEMBER 31	JANUARY 10, 2023	JAN. 31, 2023
JANUARY 1	JANUARY 31	JANUARY 31	FEBRUARY 1, 2023	FEB. 28, 2023
FEBRUARY 1	FEBRUARY 28	FEBRUARY 28	MARCH 3, 2023	MARCH 31, 2023
MARCH 1	MARCH 31	MARCH 31	APRIL 4, 2023	APRIL 28, 2023
APRIL 1	APRIL 30	APRIL 30	MAY 3, 2023	MAY 31, 2023
MAY 1	MAY 31	MAY 31	JUNE 2, 2023	JUNE 30, 2023
<b>JUNE 1, 2023</b>	<b>JUNE 30, 2023</b>	<b>JUNE 30, 2023</b>	<b>JULY 3, 2023</b>	<b>JULY 31, 2023</b>

6/23/2022

**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.**