

SEQUOIA UNION HIGH SCHOOL DISTRICT 2023/2024 TIMESHEET CUTOFF SCHEDULE

TIMESHEET MONTH:	TIMESHEET YEAR:	PROXIENT DUE DATE ENTERED BY EMPLOYEE	TIMESHEET APPROVAL CUT-OFF DATE	PAYMENT ISSUE DATE FOR TIMESHEETS
July	2023	JULY 31, 2023	AUGUST 4, 2023	AUGUST 31, 2023
August	2023	AUGUST 31, 2023	SEPTEMBER 5, 2023	SEPTEMBER 29, 2023
September	2023	SEPTEMBER 30, 2023	OCTOBER 6, 2023	OCTOBER 31, 2023
October	2023	OCTOBER 31, 2023	NOVEMBER 3, 2023	NOVEMBER 30, 2023
November	2023	NOVEMBER 30, 2023	DECEMBER 5, 2023	DECEMBER 22, 2023
December	2023	DECEMBER 31, 2023	JANUARY 10, 2024	JANUARY 31, 2024
January	2024	JANUARY 31, 2024	FEBRUARY 5, 2024	FEBRUARY 29, 2024
February	2024	FEBRUARY 29, 2024	MARCH 5, 2024	MARCH 28, 2024
March	2024	MARCH 31, 2024	APRIL 4, 2024	APRIL 30, 2024
April	2024	APRIL 30, 2024	MAY 6, 2024	MAY 31, 2024
May	2024	MAY 31, 2024	JUNE 4, 2024	JUNE 28, 2024
June	2024	JUNE 30, 2024	JULY 8, 2024	JULY 31, 2024
July	2024	JULY 31, 2024	AUGUST 6, 2024	AUGUST 30, 2024

*Employees must submit each month's timesheet on the last day of the month.

*Timesheets must be fully approved by the dates listed in red for the given timesheet month.

*Timesheets entered and/or approved for the given month after cut-off dates in red are considered late. Late timesheets take up to 2 pay periods to process payment.