

2022/23

Timesheet Due Dates

Work Period			Due to Payroll	Pay Date Contract Employees	Pay Date Substitutes and Extra Time	Notes
11 / 21 / 22	-	12 / 20 / 22	12 / 16 / 22 Friday	1 / 3 / 23	1 / 10 / 23	12/17 winter break start. Please turn in on time!
12 / 21 / 22	-	1 / 20 / 23	1 / 24 / 23 Tuesday	1 / 31 / 23	2 / 10 / 23	
1 / 21 / 23	-	2 / 20 / 23	2 / 22 / 23 Wednesday	2 / 28 / 23	3 / 10 / 23	2/17-20 are holidays. Please turn in on time!
2 / 21 / 23	-	3 / 20 / 23	3 / 22 / 23 Wednesday	3 / 31 / 23	4 / 10 / 23	
3 / 21 / 23	-	4 / 20 / 23	4 / 24 / 23 Monday	4 / 28 / 23	5 / 10 / 23	
4 / 21 / 23	-	5 / 20 / 23	5 / 23 / 23 Tuesday	5 / 31 / 23	6 / 9 / 23	
5 / 21 / 23	-	6 / 20 / 23	6 / 22 / 23 Thursday	6 / 30 / 23	7 / 10 / 23	

**** Timesheets not turned in by due date will be paid on the next pay period. ****