



TIMESHEET CHECK LIST

- ✓ When starting a new month, please use a new time sheet. Please remember to use the new color coded timesheets (**BLUE – Contracted** and **GREEN –Non-Contracted**)
- ✓ Special funded time sheets need to **FIRST** be routed to the appropriate departments (such as Categorical, Special Education) and are due to those departments the 1st business day of the month
- ✓ All time sheets must be signed by the EMPLOYEE and the SUPERVISOR. Time sheets should be submitted by the site/dept Admin. Asst or Administrator **ONLY**

OTHER UPDATES: Withholding Status, Direct Deposit, and Voluntary Deduction changes should be COMPLETED between the 1st and 15th of the month for the change to take effect on the current month

Below is the pay schedule for the 2024-2025 school year:

Timesheet Periods	Due In Payroll	Pay Date
July 1 – 31, 2024	August 5, 2024	August 30, 2024
August 1 – 31, 2024	September 5, 2024	September 30, 2024
September 1 – 30, 2024	October 7, 2024	October 31, 2024
October 1 – 31, 2024	November 5, 2024	November 26, 2024
November 1 – 30, 2024	December 5, 2024 (December is a short month)	December 30, 2024
December 1 – 31, 2024	January 6, 2025	January 31, 2025
January 1 – 31, 2025	February 5, 2025	February 28, 2025
February 1 – 28, 2025	March 5, 2025	March 31, 2025
March 1 – 31, 2025	April 7, 2025	April 30, 2025
April 1 – 30, 2025	May 5, 2025	May 30, 2025
May 1 – 31, 2025	June 5, 2025	June 30, 2025
June 1-6, 2025	June 10, 2025	June 30, 2025
June 7 – 30, 2025 Additional time and Summer School up to 6/30/25	July 3, 2025	*To Be Determined No later than 7/31/2025

*Our **June 2025** time sheet period **may** be processed sooner than July 31, 2025 due to our year-end current liability process.

**If you have any questions, please contact the
Payroll Department at 559-675-4500 or payroll@maderausd.org**