



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 2023-2024 school year:

Timesheet Periods	Due In Payroll	Pay Date
July 1 – 31, 2023	August 7, 2023	August 31, 2023
August 1 – 31, 2023	September 5, 2023	September 29, 2023
September 1 – 30, 2023	October 5, 2023	October 31, 2023
October 1 – 31, 2023	November 6, 2023	November 30, 2023
November 1 – 30, 2023	December 5, 2023 <i>(December is a short month)</i>	December 22, 2023
December 1 – 31, 2023	January 5, 2024	January 31, 2024
January 1 – 31, 2024	February 5, 2024	February 29, 2024
February 1 – 28, 2024	March 5, 2024	March 29, 2024
March 1 – 31, 2024	April 5, 2024	April 30, 2024
April 1 – 30, 2024	May 6, 2024	May 31, 2024
May 1 – 31, 2024	June 5, 2024	June 28, 2024
June 1-6, 2024	June 10, 2024	June 28, 2024
June 7 – 30, 2024 <i>Additional time and Summer School up to 6/30/24</i>	July 3, 2024	<i>*To Be Determined No later than 7/31/2024</i>

*Our **June 2024** time sheet period **may** be processed sooner than July 31, 2024 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**