

## INTRADISTRICT CORRESPONDENCE

To: All Staff

From: Beatrice Bates

Date: 12/01/2022

Subject: Payroll Due Dates [January 2023 – June 2023](#)

Attached you will find the new schedule of payroll deadlines for the months of January through June. It is very important to adhere to these deadlines in order to ensure proper payment to employees on the specified paydays. The Payroll Department is not obligated to pay any late time sheets submitted after the specified deadlines.

All employment forms should be routed to the Office of Human Resources before the employee starts to work and before time sheets are submitted to the Payroll Department. Access to WTE/CMET/HEET may be restricted if paperwork has not been processed through HR.

If you have any questions or difficulties meeting these deadlines, please contact the Payroll Department. ***Thank you for your cooperation.***

### **UN-CLASSIFIED HOURLY PAYROLL DEADLINES**

Following are the deadlines for un-classified hourly employees including Professional Experts, Student Workers and Temporary Employees. It is very important that all employment forms are filed with the Office of Human Resources ***before*** the employee starts to work. Access to the electronic timekeeping system may be restricted.

#### **CLASSIFIED ELECTRONIC TIMESEETS MUST BE COMPLETED AND APPROVED VIA THE HOURLY EMPLOYEE ELECTRONIC TIMESHEET (HEET) SYSTEM**

UN-CLASSIFIED HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
02/10/23	01/16/23	01/23/23	12/16/22-01/15/23
03/10/23	02/16/23	02/21/23	01/16/23-02/15/23
04/10/23	03/16/23	03/23/23	02/16/23-03/15/23
05/10/23	04/16/23	04/21/23	03/16/23-04/15/23
06/09/23	05/16/23	05/23/23	04/16/23-05/15/23
07/10/23	06/16/23	06/20/23	05/16/23-06/15/23

**\*\* PLEASE NOTE: Temporary hourly employees should electronically submit their hours by midnight, on the 15<sup>th</sup> of each month. This allows Reviewers time to audit and meet the APPROVER deadlines above. \*\***

## CLASSIFIED MONTHLY PERMANENT EMPLOYEE PAYROLL DEADLINES

**Leaves and schedules are reported in arrears.**

CLASSIFIED MONTHLY TIME SHEETS		
PAY DATE	TIME SHEETS DUE	REPORTING PERIOD
01/25/23 <i>ESA (Earned Salary Adv. for January)</i> 02/10/23 <i>Final check for January</i>	01/06/23	12/01/22-12/31/22
02/24/23 <i>ESA (Earned Salary Adv. for February)</i> 03/10/23 <i>Final check for February</i>	02/06/23	01/01/23-01/31/23
03/24/23 <i>ESA (Earned Salary Adv. for March)</i> 04/10/23 <i>Final check for March</i>	03/06/23	02/01/23-02/28/23
04/25/23 <i>ESA (Earned Salary Adv. for April)</i> 05/10/23 <i>Final check for April</i>	04/06/23	03/01/23-03/31/23
05/25/23 <i>ESA (Earned Salary Adv. for May)</i> 06/09/23 <i>Final check for May</i>	05/05/23	04/01/23-04/30/23
06/23/23 <i>ESA (Earned Salary Adv. for June)</i> 07/10/23 <i>Final check for June</i>	06/06/23	05/01/23-05/31/23

*For employees less than 100% and or less than 12-months:*

*\*\* Please be sure to notate any changes to their  
duty day calendars and submit to Payroll immediately. \*\**

## ACADEMIC HOURLY DUE DATES

**(\*THESE HOURS WILL CONTINUE TO BE SUBMITTED ON THE  
MONTHLY SPREADSHEET UNTIL FURTHER NOTICE.)**

Following are the deadlines for certificated hourly time sheets. Please note: **time sheets are to be completed with actual hours worked - no projected hours.**

CERTIFICATED HOURLY TIME SHEETS		
PAY DATE	TIME CARDS DUE	REPORTING PERIOD
01/31/23	01/10/23	12/01/22-12/31/22
02/28/23	02/10/23	01/01/23-01/31/23
03/31/23	03/10/23	02/01/23-02/28/23
04/28/23	04/10/23	03/01/23-03/31/23
05/31/23	05/10/23	04/01/23-04/30/23
06/30/23	06/12/23	05/01/23-05/31/23