



Natomas Charter School

Phone: (916) 928-5335
 Fax: (916) 928-5344
www.natomascharter.org

REGULAR PAYROLL DEADLINES

2011-12 Time Sheet Schedule

Instructional-Extra Duty, Excess Class Size, Stipends, etc.
 Non-Instructional-Extra Hours, Overtime, etc.

Last Date on Time Sheet	Time Sheets Due to Payroll (with all Approvals)	Pay Date
July 8	*July 12	July 29, 2011
July 31	August 10	August 31, 2011
August 31	September 09	September 30, 2011
September 30	October 10	October 31, 2011
October 31	* November 7	November 30, 2011
November 30	* December 5	January 1, 2012
December 31	January 10	January 31, 2012
January 31	* February 8	February 29, 2012
February 29	March 09	March 30, 2012
March 30	*March 30	April 30, 2012
April 30	May 10	May 31, 2012
May 31	June 08	June 29, 2012
June 22	* June 22-Noon	July 10, 2012

The site/department reserves the right to adjust the "Last Date of Time Sheet" to ensure adequate time for processing.

Special Notes:

- 1) Time sheets received after the "Payroll Due Date" will be processed the following month.
- 2) All substitute paychecks are mailed out. Please make sure that the Business Office has your current address. This also includes long-term substitutes.
- 3) If you are working on 6/22/12, you will need to turn in your time sheet by noon on that day.
- 4) * indicates a short payroll deadline