



# Natomas Charter School

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## VARIABLE PAYROLL DEADLINES 2011-12 Time Sheet Schedule Hourly Non-Instructional, Instructional Substitutes

Last Date on Time Sheet	Time Sheets Due to Payroll (with all Approvals)	Pay Date
July 20	July 25	August 10, 2011
August 20	August 24	September 09, 2011
September 20	September 22	October 10, 2011
October 20	October 25	November 10, 2011
November 18	November 18	December 09, 2011
<b>December 16</b>	<b>* December 16</b>	January 10, 2012
January 20	January 24	February 10, 2012
February 20	February 22	March 09, 2012
March 20	March 22	April 10, 2012
April 20	April 24	May 10, 2012
May 20	May 22	June 08, 2012
<b>June 22</b>	<b>* June 22 - NOON</b>	July 10, 2012 (Mailed)

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 “Due to Payroll” 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