

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
600 SIXTH STREET, SUITE 400  
LINCOLN, CA 95648  
(916) 645-5131 FAX: (916) 645-5141**

**DATE:** July 6, 2022

**TO:** Administration, Site Secretaries, and Supervisors

**FROM:** Rhia Zinzun, Payroll Technician  
Jennifer Gill, Payroll Technician  
Nora Liang, Payroll Technician

**SUBJECT:** 2022-2023 TIMESHEET/SUPPLEMENTAL PAYROLL DEADLINES FOR 10<sup>TH</sup> OF MONTH

Following is the schedule of cutoff dates (**due by 3PM**) and check dates for the supplemental payroll. Please remember that the Payroll Department is required to meet deadlines enforced by the County Office. We have a short timeline to review and enter timesheets, stipends, etc. It is **EXTREMELY IMPORTANT** that all forms are completed accurately, **i.e. completed in BLACK or BLUE ink, correct Dates/Hours/Periods, correct Position & Site worked, description of work performed, "WHO" subbing for, both employee and administrator signature and date, and coding if charged to site or designated programs.** Work performed for different classifications should be on separate timesheets.

CUTOFF DATES	DATE DUE TO PAYROLL	TIME DUE TO PAYROLL	CHECK DATES
7/25/22	7/26/22	3 p.m.	8/10/22
8/25/22	8/26/22	3 p.m.	9/9/22
9/23/22	9/26/22	3 p.m.	10/10/22
10/25/22	10/26/22	3 p.m.	11/10/22
11/18/22	11/18/22	3 p.m.	12/9/22
12/21/22	12/22/22	3 p.m.	1/10/23
1/25/23	1/26/23	3 p.m.	2/10/23
2/24/23	2/27/23	3 p.m.	3/10/23
3/24/23	3/27/23	3 p.m.	4/10/23
4/25/23	4/26/23	3 p.m.	5/10/23
5/25/23	5/26/23	3 p.m.	6/9/23
6/23/23	6/26/23	3 p.m.	7/10/23

**IMPORTANT:** Please submit timesheets by due dates each month. Do not let employees hold timesheets beyond the current pay period. **THE DISTRICT IS CHARGED STRS INTEREST PENALTIES FOR LATE REPORTING.** Any timesheets submitted after the deadline will be paid on the next available payroll date, but we appreciate your cooperation in preventing late submission and unnecessary interest penalties.

**MISC. DEADLINES:**

- Coaching stipends and other extra assignment stipends should not be submitted until after the completion of the assignment. *Electronic stipend forms are available on the district website.*
- Class size overage stipends are paid **AFTER THE END OF EACH SEMESTER/TRIMESTER.**

Please let us know if you have any questions. Thank you for your assistance. (edited 7/6/22)