

Hacienda La Puente Unified School District
2022 - 2023 PAYROLL SCHEDULE

11 & 12 MONTH (NON HOURLY) EMPLOYEES OVERTIME AND EXTRA ASSIGNMENTS

Below are the payroll timesheet due dates for the 2022/2023 fiscal year. The Payroll Department must meet deadlines required by the Los Angeles County Office of Education (LACOE). It is imperative that all sites adhere to the payroll due dates listed below.

EACH MONTH MUST BE ON SEPARATE TIMESHEETS

- **PAID ON THE LAST WORK DAY OF THE MONTH**

<u>11/12 MONTH</u> PAYROLL SCHEDULE	DUE TO PAYROLL	PAYROLL ISSUE DATE
July 2022	07/15/2022	07/29/2022
August 2022	08/15/2022	08/31/2022
September 2022	09/15/2022	09/30/2022
October 2022	10/14/2022	10/31/2022
November 2022	11/15/2022	11/30/2022
December 2022 *	12/16/2022	12/29/2022
January 2023	01/13/2023	01/31/2023
February 2023	02/15/2023	02/28/2023
March 2023	03/15/2023	03/31/2023
April 2023	04/14/2023	04/28/2023
May 2023	05/15/2023	05/31/2023
June 2023	06/15/2023	06/30/2023

*Dates may change

Note: Processing dates are tentative until schedule is published by LACOE. If any changes sites will be notified of change prior to payroll month.

If the 15th of the month falls on a weekend, timesheets are due the Friday before the 15th

Timesheets that are not received by the due date will be paid on the next monthly payroll