

Nathan Hernandez  
Chief Business Officer

Kyla Johnson  
Finance Director



Karina Ramirez  
Payroll Manager

**PAYROLL SCHEDULE – PLEASE POST IMMEDIATELY**  
**Winter and Spring - 2023**

Payroll Run Type	Employee Timesheet Deadline To District Office by 5:00pm	HR/Management Approved Timesheets Due To Payroll by 5:00pm	Due Date for Personnel Changes (PA's Released)	Final Approval and Output Post of Personnel Actions	Check Printing Date	Check Release Date Payday
MID	January 3	January 5	January 5	January 5	January 9	January 13
End of Month		January 10	January 17	January 19	January 25	January 31
MID	February 1	February 2	February 3	February 3	February 8	February 15
End of Month		February 8	February 9	February 15	February 22	February 28
MID	March 1	March 3	March 3	March 6	March 9	March 15
End of Month		March 10	March 16	March 21	March 27	March 31
MID	April 3	April 5	April 5	April 6	April 11	April 14
End of Month		April 10	April 13	April 18	April 24	April 28
MID	May 1	May 3	May 3	May 5	May 9	May 15
End of Month		May 9	May 16	May 18	May 24	May 31
MID	June 1	June 5	June 5	June 6	June 8	June 15
End of Month		June 9	June 14	June 20	June 26	June 30

**IMPORTANT INFORMATION – PLEASE READ**

- ❖ All timesheets are to be turned in at the front desk of the District Office. Please remember to date stamp each timesheet.
- ❖ Timesheets received after the above listed due dates will be considered late and will not be processed until the following month.
- ❖ All timesheets must have the Employee Name, Employee ID number, Employee signature and date. They must also include the budget number, range to be paid and appropriate approval signatures. Incomplete timesheet may cause a delay in payment.
- ❖ **In order to be processed for payment in a timely manner, all Supervisors and Directors must turn in approved timesheets to Payroll by the dates listed above.**