

# TIME SHEET DEADLINES FOR PAYROLL PROCESSING

**Date:** December 2021  
**To:** All Employees  
**From:** Terry Sigrist, Payroll

All time sheets for additional after school programs or extra hours worked are paid once a month with the 15<sup>th</sup> payroll. If a time sheet does not reach the Payroll Department by the required deadline it will be held over until the 15<sup>th</sup> of the next month.

Substitute teachers and Food Aides are paid on the 15<sup>th</sup> of each month for the previous month's work.

The following time sheets must be in the Payroll Department on the 1<sup>st</sup> working day of each month for processing with the payroll of the 15<sup>th</sup>:

- Athletic Events
- Athletic Trips
- Cafeteria Overtime
- Chaperones
- Custodial Overtime
- Food Aides (Breakfast & Lunch)
- Intra Murals
- Misc. Additional Hours
- Other Approved Hours
- Secretarial Overtime
- Teacher Aides Subbing Duties/Additional Hours
- Transportation Overtime: Both Bus Drivers and Bus Aides

These time sheets must adhere to the following deadline requirements for processing with the payroll of the 15<sup>th</sup>:

- **After School and 21<sup>st</sup> Century** time sheets are due in the office of Linda Ludwikowski, Project Director, on the 2<sup>nd</sup> to last working day of each month.
- **Home Tutoring** is due in the Special Services Dept. (Child Study Team) on the 1<sup>st</sup> working day of each month. Within 2 days of processing by that department it must then be forwarded to the Payroll Department for processing. This means that these time sheets must be in the Payroll Department from the CST by the 4<sup>th</sup> working day of the month for processing with the payroll of the 15<sup>th</sup>.
- **Coaches** are on a seasonal schedule and paid in two installments during the season.
- **Co-Curricular Activities** are paid on June 30<sup>th</sup> of each school year.
- **Internal Subbing** (missed preps) are paid on June 30<sup>th</sup> of each year.
- **Attendance Bonuses** are paid after the end of the school year: on July 15<sup>th</sup> for 12-month employees and September 15<sup>th</sup> for 10-month employees.

Only original time sheets will be processed for payment. Emailed time sheets are not accepted unless requested personally by the payroll secretary.