





C3 PAYROLL

SCHEDULE FOR 2023-2024

*AUGUST 2023 THROUGH DECEMBER 2023*

CLASSIFIED HOURLY SUBSTITUTES/STUDENTS/SPECIAL SERVICES/NON-MERIT

***ELECTRONIC TIMESHEET SUBMISSIONS ONLY – DO NOT SUBMIT PAPER***

- Do not duplicate submission of a timesheet unless specifically asked to do so by a member of the Payroll Team.

Payroll Period	Time Sheet Due in Payroll	Issue Date of Check
July 1 through 31 2023	07/31/23 3pm	8/10/2023
August 1 through 31 2023	08/31/23 3pm	9/8/2023
September 1 through 29 2023	09/29/23 3pm	10/10/2023
October 1 through 31 2023	10/31/23 3pm	11/10/2023
November 1 through 30 2023	11/30/23 3pm	12/8/2023
December 1 through 22 2023 (School Employees)	12/20/23 3pm	1/10/2024
December 1 through 31 2023 (OPS/FUD)	12/29/23 3pm	1/10/2024

**NOTE:** The District will be transitioning to a new payroll system in January 2024 so we will publish due dates for January through June 2024 as we get closer to the system change.

***ALSO NOTE THAT TIMESHEETS SHOULD ONLY BE SUBMITTED ELECTRONICALLY VIA EMAIL ONCE FULLY APPROVED. THE SUBJECT LINE OF THE EMAIL SHOULD STATE THAT IT IS A SUB TIMESHEET FOR PROCESSING.***

*Timesheets are to be mailed to [payrollinquiry@smmusd.org](mailto:payrollinquiry@smmusd.org)*