

**SANTEE SCHOOL DISTRICT
2023-2024 PAYROLL DATES AND DEADLINES**

Month	Timesheets due to Payroll	Issue Date
July 2023	Friday June 30	Monday July 31
August 2023	Monday July 31	Thursday August 31
September 2023	Thursday August 31	Friday September 29
October 2023	Friday September 29	Tuesday October 31
November 2023	Tuesday October 31	Thursday November 30
December 2023	Thursday November 30	Thursday December 21
January 2024	Thursday December 30	Wednesday January 31
February 2024	Wednesday January 31	Thursday February 29
March 2024	Thursday February 29	Friday March 29
April 2024	Friday March 29	Tuesday April 30
May 2024	Tuesday April 30	Friday May 31
June 2024	Friday May 31	Friday June 28

Please be aware that employee ID numbers and signature are required, and timesheets with missing information will be returned.

IMPORTANT INFORMATION REGARDING PAYCHECK VIEWING AND DISTRIBUTION:

Direct Deposit paycheck information is available online; no paper copies will be distributed. Paychecks can be viewed online beginning on the issue date via a hyperlink on the Payroll Services page of the Santee School District website.

Non-direct deposited paychecks will be mailed to employees current address on the issue date.

Until further notice there will be no paycheck distribution at the District Office.

Please contact the Payroll Department with any questions or concerns:

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