

St. Helena Unified School District
Finance Department
465 Main Street
St. Helena, CA 94574
(707) 967-2702

2023-2024 TIME SHEET SCHEDULE

DAYS WORKED	TIME SHEETS DUE	PAYDAY
JULY 1 - JULY 10	BY 8:00 A.M. JULY 11	July 31, 2023
JUL 11 - AUGUST 10	BY 8:00 A.M. AUGUST 11	August 31, 2023
AUG 11 -SEPT 10	BY 8:00 A.M. SEPTEMBER 11	September 29, 2023
SEPT 11 - OCT 10	BY 8:00 A.M. OCTOBER 11	October 31, 2023
OCT 11 - NOV 10	BY 8:00 A.M. NOVEMBER 13	November 30, 2023
NOV 11 - DEC 10	BY 8:00 A.M. DECEMBER 11	December 28, 2023
DEC 11 - JAN 10	BY 8:00 A.M. JANUARY 11	January 31, 2024
JAN 11 - FEB 10	BY 8:00 A.M. FEBRUARY 12	February 29, 2024
FEB 11 - MAR 10	BY 8:00 A.M. MARCH 11	March 29, 2024
MAR 11 - APR 10	BY 8:00 A.M. APRIL 11	April 30, 2024
APR 11 - MAY 10	BY 8:00 A.M. MAY 13	May 31, 2024
MAY 11 - JUNE 10	BY 8:00 A.M. JUNE 11	June 28, 2024
JUNE 11 - JULY 10	BY 8:00 A.M. JULY 11	July 31, 2024

ALL timesheets are due to the payroll department at the St. Helena Unified School District, 465 Main Street St. Helena CA 94574, by 8:00 a.m. on the date indicated.