

Mendocino Unified School District

Personnel

Administrative Regulation 4142/4242
Reviewed by Board 12/9/81

Time Sheets

Time Sheets

Time sheets are due to the District Office by the 21st of each month for processing.

Employees must submit time sheets, signed by themselves and their supervisor, on or before the specified date in order to be included in the next subsequent payroll period. Time sheets without proper signatures will not be paid until the signatures are in order. Time sheets turned in after the pay period deadline will not be processed until the following month.

Time sheets may be filed only for hours already worked prior to the date of submittal. The payroll technician may not make payment for estimated work or anticipated work.