

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

2021-2022 TIME SHEET SCHEDULE

DAYS WORKED	TIME SHEETS DUE	PAYDAY
JULY 1 - JULY 10	BY 8:00 A.M. JULY 12	July 30, 2021
JUL 11 - AUGUST 10	BY 8:00 A.M. AUGUST 11	August 31, 2021
AUG 11 -SEPT 10	BY 8:00 A.M. SEPTEMBER 13	September 30, 2021
SEPT 11 - OCT 10	BY 8:00 A.M. OCTOBER 12	October 30, 2021
OCT 11 - NOV 10	BY 8:00 A.M. NOVEMBER 12	November 30, 2021
NOV 11 - DEC 10	BY 8:00 A.M. DECEMBER 13	December 29, 2021
DEC 11 - JAN 10	BY 8:00 A.M. JANUARY 11	January 31, 2022
JAN 11 - FEB 10	BY 8:00 A.M. FEBRUARY 11	February 28, 2022
FEB 11 - MAR 10	BY 8:00 A.M. MARCH 11	March 31, 2022
MAR 11 - APR 10	BY 8:00 A.M. APRIL 11	April 29, 2022
APR 11 - MAY 10	BY 8:00 A.M. MAY 11	May 31, 2022
MAY 11 - JUNE 10	BY 8:00 A.M. JUNE 13	June 30, 2022
JUNE 11 - JULY 10	BY 8:00 A.M. JULY 11	July 29, 2021

ALL timesheets are due in 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.