

## FINANCIAL SERVICES DEPARTMENT

### 2023-24 Class Size Overages

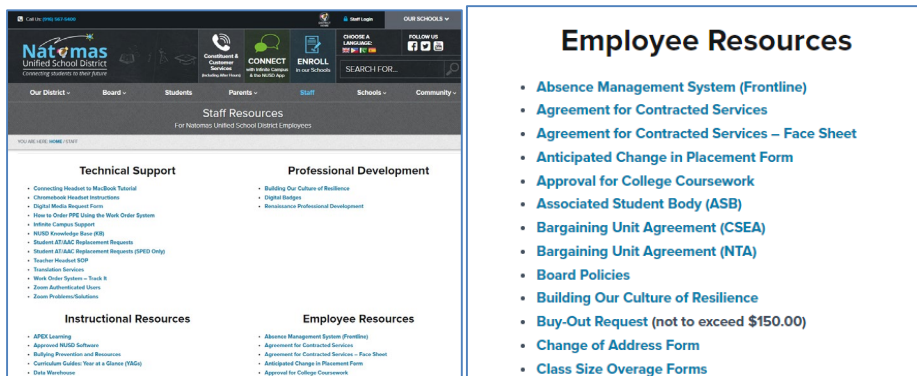
The submittal deadlines and pay dates for 2023-24 Excess Class Size Overages are shown below. All certificated overages must be calculated and submitted on the 2023-24 Excess Class Size Claim Sheets (electronic spreadsheets). Links have been established based on teaching assignments to enable quick access to the Claim Sheets for each month.

#### Class Size Overages Step by Step Process

1. Obtain Attendance Register Report from the site secretary.
2. Go to <https://natomasunified.org/class-size-overflow-forms/>

OR

Go to our Website <https://natomasunified.org/> click on staff, go to Employee Resources, find Class Size Overages in the section and click on it.



The screenshot shows the Natomas Unified School District website. The main navigation bar includes 'Our District', 'Board', 'Students', 'Parents', 'Staff', 'Schools', and 'Community'. The 'Staff Resources' section is active, displaying a grid of resource categories: Technical Support, Professional Development, Instructional Resources, and Employee Resources. The 'Employee Resources' category is highlighted, showing a list of 15 items including 'Absence Management System (Frontline)', 'Agreement for Contracted Services', and 'Class Size Overflow Forms'.

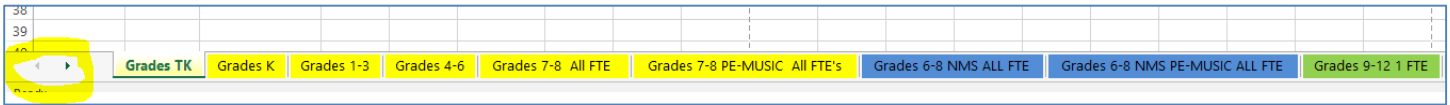
3. Click on the applicable month for which you are claiming overages.

**Primary & Secondary Education Class Size Overflow Claim Sheets section**

Excess Class Size – August

4. Download the excel spreadsheet. (It goes to the bottom of the screen, lower left corner)
5. Enable editing of the document. (Upper corner Yellow box in green ribbon)

- Select the tab that corresponds to your grade level and FTE. (You may have to scroll over with the arrow buttons on the bottom left corner)



- Fill in the form with your name (last name first) and Employee ID Number (displayed on your paycheck).
- Enter the total number of students on the roster for each day of the claim period, based on the Attendance Registers from step 1
- Print, sign, and submit your excess class size claim sheet, along with copies of the Attendance Register Report to your site administrator/supervisor for approval by the “DATE DUE TO SITE ADMINISTRATOR.”
- Site secretaries will upload to the **EXCESS CLASS** google folder for processing by the established deadlines.

### 2023-24 Class Size Overage Reporting Periods and Deadlines

| CLAIM SHEET REFERENCE MONTH | DATE DUE TO SUPERVISOR | DATE DUE TO PAYROLL GOOGLE FOLDER | PAY DATE   | GOOGLE FOLDER |
|-----------------------------|------------------------|-----------------------------------|------------|---------------|
| AUGUST                      | 9/10/2023              | 9/15/2023                         | 10/10/2023 | AUGUST        |
| SEPTEMBER                   | 10/10/2023             | 10/15/2023                        | 11/09/2023 | SEPTEMBER     |
| OCTOBER                     | 11/10/2023             | 11/15/2023                        | 12/8/2023  | OCTOBER       |
| NOVEMBER                    | 12/10/2023             | 12/15/2023                        | 1/10/2024  | NOVEMBER      |
| DECEMBER                    | 1/10/2024              | 1/15/2024                         | 2/9/2024   | DECEMBER      |
| JANUARY                     | 2/10/2024              | 2/15/2024                         | 3/8/2024   | JANUARY       |
| FEBRUARY                    | 3/10/2024              | 3/15/2024                         | 4/10/2024  | FEBRUARY      |
| MARCH                       | 4/10/2024              | 4/15/2024                         | 5/10/2024  | MARCH         |
| APRIL                       | 5/10/2024              | 5/15/2024                         | 6/10/2024  | APRIL         |
| MAY                         | 6/10/2024              | 6/15/2024                         | 7/10/2024  | MAY           |

For Assistance, please contact the Payroll Department at [payrollbenefits@natomasunified.org](mailto:payrollbenefits@natomasunified.org)