

SUBSTITUTES AND PART-TIMERS

PAYROLL REPORTING SCHEDULE

2019-2020

WEEKLY PAYROLL REPORT PERIOD			WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
06-24-19	THRU	06-28-19	07-08-19	
07-08-19	THRU	07-12-19	07-15-19	07-26-19
07-15-19	THRU	07-19-19	07-22-19	
07-22-19	THRU	07-26-19	07-29-19	08-09-19
07-29-19	THRU	08-02-19	08-05-19	
08-05-19	THRU	08-09-19	08-12-19	08-23-19
08-12-19	THRU	08-16-19	08-19-19	
08-19-19	THRU	08-23-19	08-26-19	09-06-19 <i>(10 days)</i>
WALK-IN DUE BY 10:00 AM				
08-26-19	THRU	08-30-19	09-03-19	09-20-19
09-02-19	THRU	09-06-19	09-09-19	<i>(9 days)</i>
09-09-19	THRU	09-13-19	09-16-19	10-04-19
09-16-19	THRU	09-20-19	09-23-19	<i>(9 days)</i>
09-23-19	THRU	09-27-19	09-30-19	
09-30-19	THRU	10-04-19	10-08-19	10-18-19 <i>(10 days)</i>
WALK-IN DUE BY 10:00 AM				
10-07-19	THRU	10-11-19	10-14-19	11-01-19
10-14-19	THRU	10-18-19	10-21-19	<i>(8 days)</i>
10-21-19	THRU	10-25-19	10-28-19	11-15-19
10-28-19	THRU	11-01-19	11-04-19	<i>(10 days)</i>

REMINDER: HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE WALKED INTO THE PAYROLL OFFICE. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES.

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11-04-19	THRU	11-08-19	WALK-IN DUE BY 10:00 AM	11-11-19	11-29-19 <i>(5 days)</i>
11-11-19	THRU	11-15-19		11-18-19	12-13-19
11-18-19	THRU	11-22-19		12-02-19	<i>(10 days)</i>
12-02-19	THRU	12-06-19	WALK-IN DUE BY 10:00 AM	12-09-19	12-27-19 <i>(5 days)</i>
12-09-19	THRU	12-13-19	WALK-IN DUE BY 10:00 AM	12-16-19	01-10-20 <i>(5 days)</i>
12-16-19	THRU	12-20-19		01-06-20	
01-06-20	THRU	01-10-20	WALK-IN DUE BY 10:00 AM	01-13-20	01-24-20 <i>(9 days)</i>
01-13-20	THRU	01-17-20		01-21-20	02-07-20
01-20-20	THRU	01-24-20		01-27-20	<i>(9 days)</i>
01-27-20	THRU	01-31-20		02-03-20	
02-03-20	THRU	02-07-20	WALK-IN DUE BY 10:00 AM	02-10-20	02-21-20 <i>(10 days)</i>
02-10-20	THRU	02-14-20		02-18-20	03-06-20
02-17-20	THRU	02-21-20		02-24-20	<i>(9 days)</i>
02-24-20	THRU	02-28-20	WALK-IN DUE BY 10:00 AM	03-02-20	03-20-20 <i>(5 days)</i>

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03-02-20	THRU	03-06-20		03-16-20	04-03-20
03-16-20	THRU	03-20-20		03-23-20	<i>(10 days)</i>
03-23-20	THRU	03-27-20		03-30-20	
03-30-20	THRU	04-03-20	WALK-IN DUE BY 10:00 AM	04-06-20	04-17-20
					<i>(10 days)</i>
04-06-20	THRU	04-10-20		04-13-20	
04-13-20	THRU	04-17-20	WALK-IN DUE BY 10:00 AM	04-20-20	05-01-20
					<i>(9 days)</i>
04-20-20	THRU	04-24-20		04-27-20	05-15-20
04-27-20	THRU	05-01-20		05-04-20	<i>(9 days)</i>
05-04-20	THRU	05-08-20		05-11-20	
05-11-20	THRU	05-15-20	WALK-IN DUE BY 10:00 AM	05-18-20	05-29-20
					<i>(10 days)</i>
05-18-20	THRU	05-22-20	WALK-IN DUE BY 10:00 AM	05-26-20	
05-25-20	THRU	05-29-20	WALK-IN DUE BY 10:00 AM	06-01-20	06-12-20
					<i>(7 days)</i>
06-01-20	THRU	06-05-20		06-08-20	06-26-20
06-08-20	THRU	06-12-20		06-15-20	
06-15-20	THRU	06-19-20	WALK-IN DUE BY 10:00 AM	06-22-20	07-10-20

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07-06-20 THRU 07-10-20	07-13-20	<i>07-24-20</i>
07-13-20 THRU 07-17-20	07-20-20	
07-20-20 THRU 07-24-20	07-27-20	<i>08-07-20</i>
07-27-20 THRU 07-31-20	08-03-20	
08-03-20 THRU 08-07-20	08-10-20	<i>08-21-20</i>
08-10-20 THRU 08-14-20	08-17-20	
08-17-20 THRU 08-21-20	08-24-20	<i>09-04-20</i>
WALK-IN DUE BY 10:00 AM		
08-24-20 THRU 08-28-20	08-31-20	<i>09-18-20</i>
08-31-20 THRU 09-04-20	09-08-20	
09-07-20 THRU 09-11-20	09-14-20	
09-14-20 THRU 09-18-20	09-21-20	<i>10-02-20</i>
09-21-20 THRU 09-25-20	09-28-20	
09-28-20 THRU 10-02-20	10-05-20	<i>10-16-20</i>

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