

**SUBSTITUTES & EXTRA TIME PAY SCHEDULE: 2019-2020 School Year**

ALL NEW EMPLOYEES ARE REQUIRED TO USE DIRECT DEPOSIT

PERIOD COVERED	PAY DATE
August 17 – August 30	September 13
August 31 – September 13	September 27
September 14 – September 27	October 11
September 28 – October 11	October 25
October 12 – October 25	November 8
October 26 – November 8	November 22
November 9 – November 22	December 6
November 23 – December 6	December 20
December 7 – December 20	January 3
December 21 – January 3	January 17
January 4 – January 17	January 31 – 3 <sup>rd</sup> Pay
January 18 – January 31	February 14
February 1 – February 14	February 28
February 15 – February 28	March 13
February 29 – March 13	March 27
March 14 – March 27	April 9
March 28 – April 10	April 24
April 11 – April 24	May 8
April 25 – May 8	May 22
May 9 – May 22	June 5
May 23 – June 5	June 19
June 6 – June 19	July 2
June 20 – July 3	July 17
July 4 – July 17	July 31 – 3 <sup>rd</sup> Pay
July 18 – July 31	August 14
August 1 – August 14	August 28

Full-time employees are paid 1/26th of their yearly salaries each pay date starting with the July 20, 2018 paycheck. The statement on your paycheck regarding “pay period” refers only to the pay period for extra time and for substitute pay, which are based on a time card.

Used sick leave, personal leave, vacation leave or compensatory time for 12 month employees are posted from filed affidavits and are therefore two weeks behind.