

BUSINESS OFFICE OPERATING PROCEDURES

SUBSTITUTE TIME REPORT AND CHECK SCHEDULE 2018 - 2019

Reporting Period	Report Due By 12:00 PM	Pay Date
August 1 - 15	August 22	Friday, August 31
August 16 - 31	September 5	Friday, September 14
September 1 - 15	September 19	Friday, September 28
September 16 - 30	October 3	Monday, October 15
October 1 - 15	October 17	Wednesday, October 31
October 16 - 31	November 2	Thursday, November 15
November 1 - 15	November 16*	Friday, November 30
November 16 - 30	December 5	Friday, December 14
December 1 - 15	December 17*	Friday, December 21
December 16 - 31	January 7*	Tuesday, January 15
January 1 - 15	January 18	Thursday, January 31
January 16 - 31	February 6	Friday, February 15
February 1 - 15	February 20	Thursday, February 28
February 16 - 28	March 6	Friday, March 15
March 1 - 15	March 15*	Friday, March 29
March 16 - 31	April 3	Monday, April 15
April 1 - 15	April 17	Tuesday, April 30
April 16 - 30	May 3	Wednesday, May 15
May 1 - 15	May 17	Friday, May 31
May 16 - 31	June 5	Thursday, June 13
June 1 - 15	June 19	Thursday, June 27
June 16 - 30	July 8	Monday, July 15
July 1 - 15	July 17	Wednesday, July 31
July 16 - 31	August 7	Thursday, August 15

*Note: Report submission date is early due to time constraints in processing pay checks.