

# BUSINESS OFFICE OPERATING PROCEDURES

## SUBSTITUTE TIME REPORT AND CHECK SCHEDULE 2019 – 2020

<b>Reporting Period</b>	<b>Report Due By 12:00 PM</b>	<b>Pay Date</b>
August 1 - 15	<b>August 20</b>	Friday, August 30
August 16 - 31	<b>September 3</b>	Friday, September 13
September 1 - 15	<b>September 17</b>	Monday, September 30
September 16 - 30	<b>October 1</b>	Tuesday, October 15
October 1 - 15	<b>October 18</b>	Thursday, October 31
October 16 - 31	<b>November 5</b>	Friday, November 15
November 1 - 15	<b>November 18*</b>	Friday, November 22
November 16 - 30	<b>December 3</b>	Friday, December 13
December 1 - 15	<b>December 16*</b>	Friday, December 20
December 16 - 31	<b>January 6*</b>	Wednesday, January 15
January 1 - 15	<b>January 21</b>	Friday, January 31
January 16 - 31	<b>February 4</b>	Friday, February 14
February 1 - 15	<b>February 18</b>	Friday, February 28
February 16 - 29	<b>March 3</b>	Friday, March 13
March 1 - 15	<b>March 23*</b>	Tuesday, March 31
March 16 - 31	<b>April 6</b>	Wednesday, April 15
April 1 - 15	<b>April 21</b>	Thursday, April 30
April 16 - 30	<b>May 5</b>	Friday, May 15
May 1 - 15	<b>May 19</b>	Friday, May 29
May 16 - 31	<b>June 2</b>	Monday, June 15
June 1 - 15	<b>June 17</b>	Tuesday, June 30
June 16 - 30	<b>July 6</b>	Wednesday, July 15
July 1 - 15	<b>July 20</b>	Thursday, July 30
July 16 - 31	<b>August 4</b>	Friday, August 14

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