

BUSINESS OFFICE OPERATING PROCEDURES

SUBSTITUTE TIME REPORT AND CHECK SCHEDULE 2021 – 2022

Reporting Period	Report Due By 12:00 PM	Pay Date
August 1-15	August 17	Tuesday, August 31
August 16-31	September 2	Wednesday, September 15
September 1-15	September 17	Thursday, September 30
September 16-30	October 4	Friday, October 15
October 1-15	October 19	Friday, October 29
October 16-31	November 2	Monday, November 15
November 1-15	November 16*	Tuesday, November 30
November 16-30	December 2	Wednesday, December 15
December 1-15	December 16*	Monday, December 20
December 16-31	January 4	Friday, January 14
January 1-15	January 19	Monday, January 31
January 16-31	February 2	Tuesday, February 15
February 1-15	February 17	Monday, February 28
February 16-28	March 2	Friday, March 11
March 1-15	March 22	Thursday, March 31
March 16-31	April 4	Thursday, April 14
April 1-15	April 19	Friday, April 29
April 16-30	May 3	Friday, May 13
May 1-15	May 17	Tuesday, May 31
May 16-31	June 2	Wednesday, June 15
June 1-15	June 17	Thursday, June 30
June 16-30	July 11	Thursday, July 14
July 1-15	July 19	Friday, July 29
July 16-31	August 2	Monday, August 15

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

07.15.2021