

# BUSINESS OFFICE OPERATING PROCEDURES

## SUBSTITUTE TIME REPORT AND CHECK SCHEDULE 2023 – 2024

<b>Reporting Period</b>	<b>Reconciled Absences Due By 12:00 PM</b>	<b>Pay Date</b>
August 1-15	<b>August 17</b>	Thursday, August 31
August 16-31	<b>September 5</b>	Friday, September 15
September 1-15	<b>September 19</b>	Friday, September 29
September 16-30	<b>October 3</b>	Friday, October 13
October 1-15	<b>October 17</b>	Tuesday, October 31
October 16-31	<b>November 2</b>	Wednesday, November 15
November 1-15	<b>November 17</b>	Thursday, November 30
November 16-30	<b>December 4</b>	Friday, December 15
December 1-15	<b>December 18* @ 9:00 AM</b>	Thursday, December 21
December 16-31	<b>December 21* @ 4:00 PM</b>	Friday, January 12
January 1-15	<b>January 17</b>	Wednesday, January 31
January 16-31	<b>February 2</b>	Thursday, February 15
February 1-15	<b>February 20</b>	Thursday, February 29
February 16-29	<b>March 1*</b>	Friday, March 8
March 1-15	<b>March 19</b>	Thursday, March 28
March 16-31	<b>April 2</b>	Monday, April 15
April 1-15	<b>April 17</b>	Tuesday, April 30
April 16-30	<b>May 2</b>	Wednesday, May 15
May 1-15	<b>May 17</b>	Friday, May 31
May 16-31	<b>June 4</b>	Thursday, June 13
June 1-15	<b>June 18</b>	Thursday, June 27
June 16-30	<b>July 2</b>	Monday, July 15
July 1-15	<b>July 17</b>	Wednesday, July 31
July 16-31	<b>August 2</b>	Thursday, August 15

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

07.12.2023