

# 2023-2024 SUBSTITUTE TEACHER

## PAY SCHEDULE

*Sub teachers are paid from data pulled from SMARTFIND*

**Days worked 1<sup>st</sup> – 15<sup>th</sup> are paid on the 30<sup>th</sup>**

**Days worked the 16<sup>th</sup> – end of the month are paid on the 15th**

PAY DATES FOR 2023	PAY DATES FOR 2024
9/15/2023	1/12/2024
9/29/2023	1/30/2024
10/13/2023	2/15/2024
10/30/2023	2/29/2024
11/15/2023	3/15/2024
11/30/2023	3/29/2024
12/15/2023	4/15/2024
12/29/2023	4/30/2024
	5/15/2024
	5/30/2024
	6/14/2024
	6/28/2024

*The district requires Direct Deposit: Your paycheck information can be accessed through the 'Skyward Employee Access link on the district website. A user name and password should have been sent to you. If you need assistance with Skyward access contact Trisha Decker at 763-497-3180 EXT 5153 or [trishad@mystma.org](mailto:trishad@mystma.org)*

*~If you have signed the 'Direct Deposit Exception' form to receive a pay check, you may pick up your check at the District Office on or after the 'actual pay date'. Checks will NOT be mailed.*

### NOTE:

*-If you are on a Long-Term sub assignment your pay days are the same but days paid follow a different process, the details will be explained by HR at the time of confirmation of the LTS assignment.*

*-If you are on a FLOAT assignment, days paid and payment process will be explained by HR at the time of assignment.*

*Please contact Lynn Streeter if you have any payroll questions: 763-497-3180 EXT 5110 or [lynnh@mystma.org](mailto:lynnh@mystma.org)*