

# Occasional Teachers Time Sheet Submission Schedule

WORK PERIOD 2010/2011 SCHOOL YEAR					TIME SHEET TO PAYROLL THURSDAY AT 4:00 P.M.		PAY DATE	
<b>2010 (EARLY SUBMISSIONS ARE MARKED BY AN **)</b>								
SEPT	2	to	SEPT	10	SEPTEMBER	16	SEPTEMBER	24
SEPT	13	to	OCT	8	OCTOBER	14	OCTOBER	22
OCT	11	to	NOV	5	NOVEMBER	11	NOVEMBER	19
NOV	8	to	DEC	3	DECEMBER	9	DECEMBER	17
<b>2011</b>								
DEC	6	to	DEC	31	JANUARY	13	JANUARY	21
JAN	3	to	JAN	28	FEBRUARY	3	FEBRUARY	11
JAN	31	to	FEB	25	MARCH	3	MARCH	11
FEB	28	to	MAR	25	MARCH	31	APRIL	8
MAR	28	to	APR	22	APRIL	28	MAY	6
APR	25	to	MAY	20	MAY	26	JUNE	3
MAY	23	to	JUNE	17	JUNE	23	JUNE	30
JUN	20	to	JUN	30	JULY	7	JULY	15

**TIME SHEETS MUST BE RECEIVED IN THE PAYROLL DEPARTMENT BY 4:00 P.M. ON THE DATES INDICATED ABOVE. ON OCCASION, TIME SHEETS MUST BE SUBMITTED ON A DAY OTHER THAN A THURSDAY DUE TO A SHORT WORK WEEKS OR CHRISTMAS AND MARCH BREAKS.**

**FAXED TIME SHEETS CANNOT BE ACCEPTED TO PROCESS PAYMENT. ONLY A PROPERLY COMPLETED AND AUTHORIZED ORIGINAL TIME SHEET WILL BE ACCEPTED.**