

Occasional Teacher Timesheet Submission Schedule

WORK PERIOD FOR 2018/2019 SCHOOL YEAR					TIMESHEET TO PAYROLL THURSDAY BY 4:00PM		PAY DATE	
2018 (**Early Submissions Are Marked by an Asterisk**)								
SEP	1	to	SEP	14	SEPTEMBER	20	SEPTEMBER	28
SEP	17	to	OCT	12	OCTOBER	18	OCTOBER	26
OCT	15	to	NOV	9	NOVEMBER	15	NOVEMBER	23
NOV	12	to	DEC	7	DECEMBER	13	DECEMBER	21
2019								
DEC	10	to	JAN	4	JANUARY	10	JANUARY	18
JAN	7	to	FEB	1	FEBRUARY	7	FEBRUARY	15
FEB	4	to	MAR	1	MARCH	7	MARCH	15
MAR	4	to	MAR	29	APRIL	4	APRIL	12
APR	1	to	APR	26	MAY	2	MAY	10
APR	29	to	MAY	24	MAY	30	JUNE	7
MAY	27	to	JUN	21	JUNE	27	JULY	5
JUN	24	to	JUN	28	JULY	11	JULY	19

Original timesheets will not be required by payroll if they are faxed or emailed in.

Only properly completed and authorized timesheets will be accepted, NO pictures.

Timesheets must be received in the Payroll Department **by 4:00 PM** on the dates indicated above.

Please note any early submission dates are highlighted with asterisks (**).