

## Occasional Teacher Timesheet Submission Schedule

WORK PERIOD FOR 2019/2020 SCHOOL YEAR					TIMESHEET TO PAYROLL THURSDAY BY 4:00PM		PAY DATE	
<b>2019 (**Early Submissions Are Marked by an Asterisk**)</b>								
SEP	1	to	SEP	13	SEPTEMBER	19	SEPTEMBER	27
SEP	16	to	OCT	11	OCTOBER	17	OCTOBER	25
OCT	14	to	NOV	8	NOVEMBER	14	NOVEMBER	22
NOV	11	to	DEC	6	DECEMBER	12	DECEMBER	20
<b>2020</b>								
DEC	9	to	JAN	3	JANUARY	9	JANUARY	17
JAN	6	to	JAN	31	FEBRUARY	6	FEBRUARY	14
FEB	3	to	FEB	28	MARCH	5	MARCH	13
MAR	2	to	MAR	27	APRIL	2	APRIL	9
MAR	30	to	APR	24	APRIL	30	MAY	8
APR	27	to	MAY	22	MAY	28	JUNE	5
MAY	25	to	JUN	19	JUNE	25	JULY	3
JUN	22	to	JUN	26	JULY	9	JULY	17

**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 (\*\*).