

## SUBSTITUTE TEACHER PAYROLL CUT-OFF SCHEDULE 2016 - 2017

Below is the 2016-2017 Payroll Schedule for substitute teachers. **To ensure accurate and timely processing of your time worked, you must swipe in and out each day. Failure to do so could result in the day being counted as a NO Show.**

ALL TIME WORKED	TOTAL POSSIBLE DAYS	PAY DATE
Sept. 06 – Sept.09	04 Days	Sept. 30, 2016
Sept. 13 – Sept. 23	09 Days	Oct. 14, 2016
Sept. 26 – Oct, 07	09 Days	Oct. 31, 2016
Oct. 11 – Oct. 21	09 Days	Nov. 15, 2016
Oct. 24 – Nov. 04	10 Days	Nov. 30, 2016
Nov. 07 – Nov. 18	07 Days	Dec. 15, 2016
Nov. 21 – Dec. 02	08 Days	Dec. 23, 2016
Dec. 05 – Dec. 16	10 Days	Jan. 13, 2017
Dec. 19 – Jan. 06	09 Days	Jan. 31,2017
Jan. 09 – Jan. 20	09 Days	Feb. 15, 2017
Jan. 23 – Feb. 03	10 Days	Feb. 28, 2017
Feb 06 – Feb. 17	10 Days	Mar. 15, 2017
Feb. 22 – Mar. 03	08 Days	Mar. 31, 2017
Mar. 06 – Mar. 17	09 Days	Apr. 13, 2017
Mar. 20 – Mar. 31	10 Days	Apr. 28, 2017
Apr. 03 – Apr. 13	09 Days	May 15, 2017
Apt. 24 – May 05	10 Days	May 31, 2017
May 08 – May 19	10 Days	Jun. 15, 2017
May 22 – Jun. 02	09 Days	Jun. 21, 2017*
Jun. 5 – Jun. 20*	12 Days	Jul. 14, 2017

**\*Subject to change (Based on last day for Staff)**