

## SCHOOL PAYROLL SCHEDULE / FY2012

Substitute teachers and time card personnel should keep personal records of days worked. Consult the table below to determine when you should expect to receive payment for days worked. If you don't think you have received the correct payment, take the following steps:

1. Recheck the chart below against your personal record.
2. Verify with each school you worked at that the correct time was reported by the cutoff date.
3. Have the school submit a correction on payday to adjust the next check for any unreported time.
4. If you have verified that all of your time was reported on time and there is still a problem, check with payroll.

DATES COVERED	PAY DATE	PERSONAL RECORD OF TIME WORKED
8/25-9/7/11	9/21/2011	
9/8-9/21/11	10/5/2011	
9/22-10/5/11	10/19/2011	
10/6-10/19/11	11/2/2011	
10/20-11/2/11	11/16/2011	
11/3-11/16/11	11/30/2011	
11/17-11/30/11	12/14/2011	
12/1-12/14/11	12/28/2011	
12/15-12/28/11	1/11/2012	
12/29-1/11/12	1/25/2012	
1/12-1/25/12	2/8/2012	

DATES COVERED	PAY DATE	PERSONAL RECORD OF TIME WORKED
1/26-2/8/12	2/22/2012	
2/9-2/22/12	3/7/2012	
2/23-3/7/12	3/21/2012	
3/8-3/21/12	4/4/2012	
3/22-4/4/12	4/18/2012	
4/5-4/18/12	5/2/2012	
4/19-5/2/12	5/16/2012	
5/3-5/16/12	5/30/2012	
5/17-5/30/12	6/13/2012	
5/31-6/13/12	6/27/2012	
6/14-6/27/12	7/11/2012	
6/28-7/11/12	7/25/2012	
7/12-7/25/12	8/8/2012	
7/26-8/8/12	8/22/2012	