

## FINANCE PAYROLL SCHEDULE

### Substitutes Calendar 2022-2023



Pay Period	Day's Paid in Pay Check	# Days in Pay Period	Pay Dates
1	August 15 <sup>th</sup> – September 12 <sup>th</sup>	21	September 23 <sup>rd</sup>
2	September 13 <sup>th</sup> – October 11 <sup>th</sup>	21	October 25 <sup>TH</sup>
3	October 12 <sup>th</sup> – November 9 <sup>th</sup>	21	November 18 <sup>th</sup>
4	November 10 <sup>th</sup> – December 8 <sup>th</sup>	21	December 19 <sup>TH</sup>
5	December 9 <sup>th</sup> – January 6 <sup>th</sup>	21	January 25 <sup>th</sup>
6	January 9 <sup>th</sup> – February 7 <sup>th</sup>	22	February 24 <sup>th</sup>
7	February 8 <sup>th</sup> – March 9 <sup>th</sup>	22	March 24 <sup>th</sup>
8	March 10 <sup>th</sup> – April 10 <sup>th</sup>	22	April 25 <sup>TH</sup>
9	April 11 <sup>th</sup> – May 10 <sup>th</sup>	22	May 25 <sup>th</sup>
10	May 11 <sup>th</sup> – June 9 <sup>th</sup>	22	June 16 <sup>th</sup>

- All time should be approved and submitted to Payroll by the **First Monday** following the end of each pay period.