

SEMI-MONTHLY (NON-EXEMPT)					
202	189/209	222/233	ENROLLMENT PERIOD SUBSTITUTES/STRAIGHT TIME/OVERTIME	TIME SHEETS * DUE TO PAYROLL BY 12PM*	PAY DATE
Salary: # Remaining Checks					
25			JULY 10 - JULY 16	JULY 17	JUL 28
24			JULY 17 - JULY 30	JULY 31	AUG 15
23	24		JULY 31 - AUG 13	AUG 16	AUG 28
22	23	24	AUG 14 - SEP 3	SEP 6	SEP 15
21	22	23	SEP 4 - SEP 17	SEP 18	SEP 28
20	21	22	SEP 18 - OCT 1	OCT 3	OCT 13
19	20	21	OCT 2 - OCT 15	OCT 18	OCT 27
18	19	20	OCT 16 - OCT 29	NOV 1	NOV 15
17	18	19	OCT 30 - NOV 12	NOV 13	NOV 28
16	17	18	NOV 13 - NOV 26	NOV 29	DEC 15
15	16	17	NOV 27 - DEC 10	DEC 11	DEC 28
14	15	16	DEC 11 - DEC 31	JAN 3	JAN 12
13	14	15	JAN 1 - JAN 14	JAN 16	JAN 26
12	13	14	JAN 15 - JAN 28	JAN 31	FEB 15
11	12	13	JAN 29 - FEB 11	FEB 15	FEB 28
10	11	12	FEB 12 - FEB 25	FEB 28	MAR 15
9	10	11	FEB 26 - MAR 10	MAR 18	MAR 28
8	9	10	MAR 11 - MAR 31	APR 3	APR 15
7	8	9	APR 1 - APR 14	APR 17	APR 26
6	7	8	APR 15 - APR 28	MAY 1	MAY 15
5	6	7	APR 29 - MAY 12	MAY 15	MAY 28
4	5	6	MAY 13 - MAY 26	MAY 29	JUN 14
3	4	5	MAY 27 - JUN 9	JUN 12	JUN 28
2	3	4	JUN 10 - JUN 23	JUN 24	JUL 15
1	2	3	JUN 24 - JUL 14	JUL 17	JUL 26
	1	2	JUL 15 - JUL 28	JUL 31	AUG 15
		1	JUL 29 - AUG 11	AUG 14	AUG 28

Extra Duty worked here

Paid here

ALL time sheets must be submitted and approved by the due date to be paid in the correct pay period.

Substitute Daily Rates:

\$130 - Teacher for full day

\$65 - Teacher for half day

\$100 - Instructional Aide for a full day

\$50 - Instructional Aide for half day