



FINANCIAL SERVICES DEPARTMENT

2023-24 Substitute Timesheet/Frontline Report Schedule

The Payroll Department is responsible for processing all employee paychecks. To ensure accurate and timely processing, employees should follow the established timelines and procedures for their applicable classification.

All substitute work should be noted on Frontline and reported on or before the 20th of the month prior to payroll pay date.

For Instance, time worked through 8/15/2023 is paid on 9/8/2023.

Range of days worked in pay cycle	Paid Date
6/16/ to 7/15	8/10/2023
07/16 to 08/15	9/8/2023
08/16 to 09/15	10/10/2023
09/16 to 10/15	11/9/2023
10/16 to 11/15	12/8/2023
11/16 to 12/15	1/10/2024
12/16 to 01/15	2/9/2024
01/16 to 02/15	3/8/2024
02/16 to 03/15	4/10/2024
03/16 to 04/15	5/10/2024
04/16 to 05/15	6/10/2024
05/16 to 06/15	7/10/2024
06/16 to 07/15	8/9/2024

Timesheets received after the "Date Due to Payroll" on or before the 20th of the month will be processed the **FOLLOWING MONTH**. You must notify HR Sub Scheduler, your supervisor, and payroll if you are adding time later than the 20th of the month.

* Pay date is approximate because of crossover to 23-24 fiscal year