



CHESTERFIELD CO SCHOOL DISTRICT
SUBSTITUTE PAYROLL SCHEDULE
2018-2019

NOTE: These deadlines are for absentee forms due to the receptionist in Accounting. If you are completing forms that require the Personnel Director's signature, please allow sufficient time for the Personnel department to process these forms and forward to Payroll.

Please turn in forms daily, if they are complete. If not, they should be turned in weekly.

| <u>Pay-Period Covered</u> | <u>Absentees due to District</u> | <u>To be effective on pay day</u> |
|---------------------------|----------------------------------|-----------------------------------|
| From: To: | | |
| Aug 20- Aug 31..... | Sep 4, 2018..... | Sep 14, 2018 |
| Sep 4 - Sept 14 | Sep 17, 2018..... | Sep 28, 2018 |
| Sep 17 - Sep 28..... | Oct 1, 2018..... | Oct 15, 2018 |
| Oct 1- Oct 12 | Oct 15, 2018..... | Oct 31, 2018 |
| Oct 15 - Oct 31..... | Nov 1, 2018..... | Nov 15, 2018 |
| Nov 1 -Nov 16 | Nov 19, 2018..... | Nov 30, 2018 |
| Nov 19 - Nov 30..... | Dec 3, 2018..... | Dec 14, 2018 |
| Dec 3 - Dec 14..... | Dec 14, 2018..... | Dec 20, 2018 |
| Dec 17 - Dec 21..... | Jan 4, 2019..... | Jan 15, 2019 |
| Jan 7- Jan 18..... | Jan 22, 2019..... | Jan 31, 2019 |
| Jan 22 - Feb 1..... | Feb 4, 2019..... | Feb 15, 2019 |
| Feb 4-Feb 15..... | Feb 18, 2019..... | Feb 28, 2019 |
| Feb 18 - Mar 1..... | Mar 1, 2019..... | Mar 15, 2019 |
| Mar 4 - Mar 15..... | Mar 18, 2019..... | Mar 29, 2019 |
| Mar 18 - Mar 29..... | Apr 1, 2019..... | Apr 12, 2019 |
| Apr 1- Apr 12..... | Apr 12, 2019..... | Apr 30, 2019 |
| Apr 22 - May 3..... | May 6, 2019..... | May 15, 2019 |
| May 6 - May 17..... | May 20, 2019..... | May 29, 2019 |
| May 20- May 31..... | Jun 3, 2019..... | Jun 13, 2019 |
| Jun 3 -Jun 14..... | Jun 17, 2019..... | Jun 27, 2019 |
| Jun 17-Jun 28..... | Jul 1, 2019..... | Jul 11, 2019 |