



**CHESTERFIELD CO SCHOOL DISTRICT**  
**SUBSTITUTE PAYROLL SCHEDULE**  
**2019-2020**

**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 19- Aug 30.....	Sep 5, 2019.....	Sep 13, 2019
Sep 3 - Sept 13 .....	Sep 20, 2019.....	Sep 30, 2019
Sep 16 - Sep 30.....	Oct 4, 2019.....	Oct 15, 2019
Oct 1- Oct 15 .....	Oct 23, 2019.....	Oct 31, 2019
Oct 16 - Oct 31.....	Nov 7, 2019.....	Nov 15, 2019
Nov 1 -Nov 15 .....	Nov 15, 2019.....	Nov 25, 2019
Nov 18 - Nov 26.....	Dec 4, 2019.....	Dec 13, 2019
Dec 2 - Dec 13.....	Dec 16, 2019.....	Dec 19, 2019
Dec 16 – Dec 20.....	Jan 7, 2020.....	Jan 15, 2020
Jan 3- Jan 17.....	Jan 23, 2020.....	Jan 31, 2020
Jan 21 – Jan 31.....	Feb 5, 2020.....	Feb 13, 2020
Feb 3-Feb 14.....	Feb 20, 2020.....	Feb 28, 2020
Feb 17 - Feb 28.....	Mar 2, 2020.....	Mar 12, 2020
Mar 2 - Mar 13.....	Mar 20, 2020.....	Mar 31, 2020
Mar 16 - Mar 27.....	Apr 2, 2020.....	Apr 15, 2020
Mar 30- Apr 17.....	Apr 23, 2020.....	Apr 30, 2020
Apr 20 – May 1.....	May 7, 2020.....	May 15, 2020
May 4 - May 15.....	May 18, 2020.....	May 27, 2020
May 18- May 29.....	Jun 4, 2020.....	Jun 15, 2020
Jun 1 –Jun 12.....	Jun 18, 2020.....	Jun 30, 2020
Jun 15-Jun 30.....	Jul 7, 2020.....	Jul 15, 2020