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Georgetown ISD

2018-19 Substitute Pay Schedule

Payroll Check Date:	Pay for work performed in the month of:
September 25, 2018	August
October 25, 2018	September
November 15, 2018	October
December 19, 2018	November
January 25, 2019	December
February 25, 2019	January
March 25, 2019	February
April 25, 2019	March
May 24, 2019	April
June 25, 2019	May
July 25, 2019	June
August 23, 2019	July

- Substitute Teachers are encouraged to verify their work dates in Absence Management for the month to be paid by the 5th of the following month.
 - Example: Between October 1-5 verify September work dates in Absence Management
 - Contact the Substitute Coordinator for the campus you subbed at immediately to request a correction if you discover there is a discrepancy in Absence Management.
- The Campus Substitute Coordinator is responsible for reconciling the sub sign in sheet to Absence Management by the 5th of each month.
- The Payroll Department generates the Substitute payroll by exporting the dates worked from Absence Management on the 6th of each month.