



LEAD | GROW | SERVE

## Georgetown ISD

### 2019-20 Substitute Pay Schedule

<b>Payroll Check Date:</b>	<b>Pay for work performed in the month of:</b>
September 25, 2019	August
October 25, 2019	September
November 21, 2019	October
December 19, 2019	November
January 24, 2020	December
February 25, 2020	January
March 25, 2020	February
April 24, 2020	March
May 22, 2020	April
June 25, 2020	May
July 24, 2020	June
August 25, 2020	July

- Substitute Teachers are encouraged to verify their work dates in Absence Management for the month to be paid by the 5<sup>th</sup> 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 5<sup>th</sup> of each month.
- The Payroll Department generates the Substitute payroll by exporting the dates worked from Absence Management on the 6<sup>th</sup> of each month.