

DORCHESTER SCHOOL DISTRICT FOUR

PAYROLL SCHEDULE 2022-2023

This schedule outlines the 2022-2023 pay periods for all supplemental work performed in the district. It also details the corresponding pay date for each pay period.

The District reserves the right to modify this calendar under extenuating circumstances.

Pay Period		Timesheets Due to Payroll	Pay Date
6/19/2022	-	7/2/2022	7/5/2022
7/3/2022	-	7/16/2022	7/19/2022
7/17/2022	-	7/30/2022	8/2/2022
7/31/2022	-	8/13/2022	8/16/2022
8/14/2022	-	8/27/2022	8/30/2022
8/28/2022	-	9/10/2022	9/13/2022
9/11/2022	-	9/24/2022	9/27/2022
9/25/2022	-	10/8/2022	10/11/2022
10/9/2022	-	10/22/2022	10/25/2022
10/23/2022	-	11/5/2022	11/7/2022
11/6/2022	-	11/19/2022	11/18/2022
11/20/2022	-	12/3/2022	12/6/2022
12/4/2022	-	12/17/2022	1/3/2023
1/1/2023	-	1/14/2023	1/17/2023
1/15/2023	-	1/28/2023	1/31/2023
1/29/2023	-	2/11/2023	2/14/2023
2/12/2023	-	2/25/2023	2/28/2023
2/26/2023	-	3/11/2023	3/14/2023
3/12/2023	-	3/25/2023	3/28/2023
3/26/2023	-	4/8/2023	4/7/2023
4/9/2023	-	4/29/2023	5/2/2023
4/30/2023	-	5/13/2023	5/16/2023
5/14/2023	-	5/27/2023	5/30/2023
5/28/2023	-	6/17/2023	6/20/2023
6/18/2023	-	7/1/2023	7/3/2023

Signed original Absent Employee – Substitute Pay forms must be in the payroll office by 4:00 pm on the date specified to be included on the indicated pay date. If an Absent Employee – Substitute Pay form is turned in late, then it will not be paid until the next scheduled payroll. NO EXCEPTIONS.

*Please note that substitutes who work for an absent Additional Education Assistant (shadow) must have their forms sent to the OPEC office for Monica Tudder’s approval. It may be best to email the forms directly to OPEC so that it will be returned to payroll by the due date.