



REPORTED TIME SCHEDULE

Please refer to the chart below for the deadlines for submitting your reported time entries. This schedule has been created to ensure timely payment for all employees.

Please ensure that you display this schedule in a prominent area of your school or building, where all employees can easily view it at their convenience.

All DSC Reported Time Entries must be approved online by 4:00 PM on the respective Approval Due Date to be paid on the next scheduled Pay Day.

<u>Pay Day</u>	<u>Approval Due Date</u>	<u>Dates Worked</u>
Friday, September 19, 2025	Tuesday, September 2, 2025	08/17/2025 - 08/30/2025
Friday, October 3, 2025	Tuesday, September 16, 2025	08/31/2025 - 09/13/2025
Friday, October 17, 2025	Tuesday, September 30, 2025	09/14/2025 - 09/27/2025
Friday, October 31, 2025	Tuesday, October 14, 2025	09/28/2025 - 10/11/2025
Friday, November 14, 2025	Tuesday, October 28, 2025	10/12/2025 - 10/25/2025
Wednesday, November 26, 2025	Tuesday, November 11, 2025	10/26/2025 - 11/08/2025
Friday, December 12, 2025	Tuesday, November 25, 2025	11/09/2025 - 11/22/2025
Friday, December 26, 2025	Tuesday, December 9, 2025	11/23/2025 - 12/06/2025
Friday, January 9, 2026	Tuesday, December 23, 2025	12/07/2025 - 12/20/2025
Friday, January 23, 2026	Tuesday, January 6, 2026	12/21/2025 - 01/03/2026
Friday, February 6, 2026	Tuesday, January 20, 2026	01/04/2026 - 01/17/2026
Friday, February 20, 2026	Tuesday, February 3, 2026	01/18/2026 - 01/31/2026
Friday, March 6, 2026	Tuesday, February 17, 2026	02/01/2026 - 02/14/2026
Friday, March 20, 2026	Tuesday, March 3, 2026	02/15/2026 - 02/28/2026
Thursday, April 2, 2026	Tuesday, March 17, 2026	03/01/2026 - 03/14/2026
Friday, April 17, 2026	Tuesday, March 31, 2026	03/15/2026 - 03/28/2026
Friday, May 1, 2026	Tuesday, April 14, 2026	03/29/2026 - 04/11/2026

If you have any entries in your approval queue, please ensure that you review and approve them following this schedule. If any unexpected issues require our immediate attention, please contact Sheila Montgomery at Sheila.Montgomery@christina.k12.de.us or call 302-552-2699 x-515.