

REPORTED TIME SCHEDULE

Please refer to the chart below for the deadlines to submit 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, December 1, 2023	Tuesday, November 14, 2023	10/29/2023 - 11/11/2023
Friday, December 15, 2023	Tuesday, November 28, 2023	11/12/2023 - 11/25/2023
Friday, December 29, 2023	Tuesday, December 12, 2023	11/26/2023 - 12/09/2023
Friday, January 12, 2024	Tuesday, December 26, 2023	12/10/2023 - 12/23/2023
Friday, January 26, 2024	Tuesday, January 9, 2024	12/24/2023 - 01/06/2024
Friday, February 9, 2024	Tuesday, January 23, 2024	01/07/2024 - 01/20/2024
Friday, February 23, 2024	Tuesday, February 6, 2024	01/21/2024 - 02/03/2024
Friday, March 8, 2024	Tuesday, February 20, 2024	02/04/2024 - 02/17/2024
Friday, March 22, 2024	Tuesday, March 5, 2024	02/18/2024 - 03/02/2024
Friday, April 5, 2024	Tuesday, March 19, 2024	03/03/2024 - 03/16/2024
Friday, April 19, 2024	Tuesday, April 2, 2024	03/17/2024 - 03/30/2024
Friday, May 3, 2024	Tuesday, April 16, 2024	03/31/2024 - 04/13/2024
Friday, May 17, 2024	Tuesday, April 30, 2024	04/14/2024 - 04/27/2024
Friday, May 31, 2024	Tuesday, May 14, 2024	04/28/2024 - 05/11/2024
Friday, June 14, 2024	Tuesday, May 28, 2024	05/12/2024 - 05/25/2024
Friday, June 28, 2024	Tuesday, June 11, 2024	05/26/2024 - 06/08/2024
Friday, July 12, 2024	Tuesday, June 25, 2024	06/09/2024 - 06/22/2024
Friday, July 26, 2024	Tuesday, July 9, 2024	06/23/2024 - 07/06/2024
Friday, August 9, 2024	Tuesday, July 23, 2024	07/07/2024 - 07/20/2024
Friday, August 23, 2024	Tuesday, August 6, 2024	07/21/2024 - 08/03/2024
Friday, September 6, 2024	Tuesday, August 20, 2024	08/04/2024 - 08/17/2024

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.