



## 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, March 7, 2025	Tuesday, February 18, 2025	02/02/2025 - 02/15/2025
Friday, March 21, 2025	Tuesday, March 4, 2025	02/16/2025 - 03/01/2025
Friday, April 4, 2025	Tuesday, March 18, 2025	03/02/2025 - 03/15/2025
Thursday, April 17, 2025	Tuesday, April 1, 2025	03/16/2025 - 03/29/2025
Friday, May 2, 2025	Tuesday, April 15, 2025	03/30/2025 - 04/12/2025
Friday, May 16, 2025	Tuesday, April 29, 2025	04/13/2025 - 04/26/2025
Friday, May 30, 2025	Tuesday, May 13, 2025	04/27/2025 - 05/10/2025
Friday, June 13, 2025	Tuesday, May 27, 2025	05/11/2025 - 05/24/2025
Friday, June 27, 2025	Tuesday, June 10, 2025	05/25/2025 - 06/07/2025
Friday, July 11, 2025	Tuesday, June 24, 2025	06/08/2025 - 06/21/2025
Friday, July 25, 2025	Tuesday, July 8, 2025	06/22/2025 - 07/05/2025
Friday, August 8, 2025	Tuesday, July 22, 2025	07/06/2025 - 07/19/2025
Friday, August 22, 2025	Tuesday, August 5, 2025	07/20/2025 - 08/02/2025
Friday, September 5, 2025	Tuesday, August 19, 2025	08/03/2025 - 08/16/2025
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

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](mailto:Sheila.Montgomery@christina.k12.de.us) or call 302-552-2699 x-515.