



REPORTED TIME SCHEDULE

Please see the schedule of Reported Time Due Dates listed in the chart below. This schedule is intended to ensure we pay all our employees in the timeliest way possible.

Please be sure to post this schedule in an area of your school/building where all employees can 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 that next scheduled **Pay Day**.

<u>Pay Day</u>	<u>Approval Due Date</u>	<u>Dates Worked</u>
Friday, May 21, 2021	Tuesday, May 4, 2021	04/18/2021 - 05/01/2021
Friday, June 4, 2021	Tuesday, May 18, 2021	05/02/2021 - 05/15/2021
Friday, June 18, 2021	Tuesday, June 1, 2021	05/16/2021 - 05/29/2021
Friday, July 2, 2021	Tuesday, June 15, 2021	05/30/2021 - 06/12/2021
Friday, July 16, 2021	Tuesday, June 29, 2021	06/13/2021 - 06/26/2021
Friday, July 30, 2021	Tuesday, July 13, 2021	06/27/2021 - 07/10/2021
Friday, August 13, 2021	Tuesday, July 27, 2021	07/11/2021 - 07/24/2021
Friday, August 27, 2021	Tuesday, August 10, 2021	07/25/2021 - 08/07/2021
Friday, September 10, 2021	Tuesday, August 24, 2021	08/08/2021 - 08/21/2021
Friday, September 24, 2021	Tuesday, September 7, 2021	08/22/2021 - 09/04/2021
Friday, October 8, 2021	Tuesday, September 21, 2021	09/05/2021 - 09/18/2021
Friday, October 22, 2021	Tuesday, October 5, 2021	09/19/2021 - 10/02/2021
Friday, November 5, 2021	Tuesday, October 19, 2021	10/03/2021 - 10/16/2021
Friday, November 19, 2021	Tuesday, November 2, 2021	10/17/2021 - 10/30/2021
Friday, December 3, 2021	Tuesday, November 16, 2021	10/31/2021 - 11/13/2021
Friday, December 17, 2021	Tuesday, November 30, 2021	11/14/2021 - 11/27/2021
Thursday, December 30, 2021	Tuesday, December 14, 2021	11/28/2021 - 12/11/2021

If you have entries in your approval queue, please be sure to review and approve these entries according to this schedule. If you have any unexpected issues that require our immediate attention, please contact Sheila Montgomery at Sheila.Montgomery@christina.k12.de.us or call 552-2617.