

# 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 of our employees in a timely manner.

**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](#) in order to be paid on that next scheduled [Pay Day](#).

<a href="#">Approval Due Date</a>	<a href="#">Pay Day</a>	<a href="#">Dates Worked</a>	
Tuesday, November 17, 2020	Friday, December 4, 2020	11/01/2020	- 11/14/2020
Tuesday, December 1, 2020	Friday, December 18, 2020	11/15/2020	- 11/28/2020
Tuesday, December 15, 2020	Thursday, December 31, 2020	11/29/2020	- 12/12/2020
Tuesday, December 29, 2020	Friday, January 15, 2021	12/13/2020	- 12/26/2020
Tuesday, January 12, 2021	Friday, January 29, 2021	12/27/2020	- 01/09/2021
Tuesday, January 26, 2021	Friday, February 12, 2021	01/10/2021	- 01/23/2021
Tuesday, February 9, 2021	Friday, February 26, 2021	01/24/2021	- 02/06/2021
Tuesday, February 23, 2021	Friday, March 12, 2021	02/07/2021	- 02/20/2021
Tuesday, March 9, 2021	Friday, March 26, 2021	02/21/2021	- 03/06/2021
Tuesday, March 23, 2021	Friday, April 9, 2021	03/07/2021	- 03/20/2021
Tuesday, April 6, 2021	Friday, April 23, 2021	03/21/2021	- 04/03/2021
Tuesday, April 20, 2021	Friday, May 7, 2021	04/04/2021	- 04/17/2021
Tuesday, May 4, 2021	Friday, May 21, 2021	04/18/2021	- 05/01/2021
Tuesday, May 18, 2021	Friday, June 4, 2021	05/02/2021	- 05/15/2021
Tuesday, June 1, 2021	Friday, June 18, 2021	05/16/2021	- 05/29/2021
Tuesday, June 15, 2021	Friday, July 2, 2021	05/30/2021	- 06/12/2021

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 Deadra Bivens at [Deadra.Bivens@Christina.k12.de.us](mailto:Deadra.Bivens@Christina.k12.de.us) or call 552-2637.