

# 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 most timely 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](#) 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 19, 2019	Friday, December 6, 2019	11/3/2019 - 11/16/2019
Tuesday, December 3, 2019	Friday, December 20, 2019	11/17/2019 - 11/30/2019
Tuesday, December 17, 2019	Friday, January 3, 2020	12/1/2019 - 12/14/2019
Tuesday, December 31, 2019	Friday, January 17, 2020	12/15/2019 - 12/28/2019
Tuesday, January 14, 2020	Friday, January 31, 2020	12/29/2019 - 1/11/2020
Tuesday, January 28, 2020	Friday, February 14, 2020	1/12/2020 - 1/25/2020
Tuesday, February 11, 2020	Friday, February 28, 2020	1/26/2020 - 2/8/2020
Tuesday, February 25, 2020	Friday, March 13, 2020	2/9/2020 - 2/22/2020
Tuesday, March 10, 2020	Friday, March 27, 2020	2/23/2020 - 3/7/2020
Tuesday, March 24, 2020	Thursday, April 9, 2020	3/8/2020 - 3/21/2020
Tuesday, April 7, 2020	Friday, April 24, 2020	3/22/2020 - 4/4/2020
Tuesday, April 21, 2020	Friday, May 8, 2020	4/5/2020 - 4/18/2020
Tuesday, May 5, 2020	Friday, May 22, 2020	4/19/2020 - 5/2/2020
Tuesday, May 19, 2020	Friday, June 5, 2020	5/3/2020 - 5/16/2020
Tuesday, June 2, 2020	Friday, June 19, 2020	5/17/2020 - 5/30/2020
Tuesday, June 16, 2020	Thursday, July 2, 2020	5/31/2020 - 6/13/2020
Tuesday, June 30, 2020	Friday, July 17, 2020	6/14/2020 - 6/27/2020
Tuesday, July 14, 2020	Friday, July 31, 2020	6/28/2020 - 7/11/2020

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 Susan Allen at [Susan.Allen@christina.k12.de.us](mailto:Susan.Allen@christina.k12.de.us) or call 552-2637.