

**CUTOFF DATES FOR SUBSTITUTES – FY 2018-2019**

<b><u>PAYDAY</u></b>	<b><u>INCLUDES THESE DATES</u></b>
JULY 31, 2018	06/16/18 - 07/15/18
AUG. 30, 2018	07/16/18 - 08/15/18
SEPT. 28, 2018	08/16/18 - 09/15/18
OCT. 31, 2018	09/16/18 - 10/05/18*
NOV. 16, 2018	10/06/18 - 11/02/18*
DEC. 20, 2018	11/03/18 - 12/03/18*
JAN. 25, 2019	12/04/18 - 01/04/19*
FEB. 28, 2019	01/05/19 - 02/08/19*
MAR.28, 2019	02/09/19 - 03/15/19*
APR. 30, 2019	03/16/19 - 04/15/19
MAY 31, 2019	04/16/19 - 05/15/19
JUNE 28, 2019	05/16/19 - 06/30/19

**\*ALTERED PAY DATES DUE TO HOLIDAY SCHEDULE**

**Notes to Remember:**

- ❖ ALWAYS KEEP A RECORD OF DAYS YOU WORKED, BE SURE TO INCLUDE: **SCHOOL, TEACHER'S NAME, AND IF YOU WORKED ½ OR WHOLE DAY.**
- ❖ SHOULD YOU HAVE ANY QUESTIONS ABOUT YOUR PAY, PLEASE CONTACT THE SECRETARY AT THE SCHOOL REGARDING THE DAY(S) IN QUESTION – A PAYROLL CORRECTION SHEET FROM THE SCHOOL **MUST** BE SENT TO THE PAYROLL OFFICE TO GET YOU PAID. PLEASE CALL IMMEDIATELY ABOUT THE ERROR.
- ❖ QUESTIONS REGARDING AESOP PLEASE CONTACT CAULETER CROWDER 770-787-1330 EXT. 1107
- ❖ IF YOU NEED ADDITIONAL INFORMATION YOU MAY CONTACT SHERRY GRIFFIN 770 787-1330 EXT. 1102 OR CRISTINA FRANKLIN 770 787-1330 EXT. 1120

**REVISED 04/17/2018**