

MEMORANDUM

TO: Home Instruction Supervisors

FROM: Nancy Mullin, Payroll Manager

RE: Home Instruction Schedule – School Year 2022-2023

DATE: August 1, 2022

The following is the anticipated schedule for implementation of time worked for payroll and payment; and will be paid by means of direct deposit. Please inform staff of method of payment and pay dates. Time worked must be authorized on schedule for each pay. Payroll cannot accommodate late authorization.

*This schedule is subject to change.

Pay Period	To be authorized for Payroll by	Pay Date
July 24 – August 06	August 10 – NOON	August 25, 2022
August 07 – August 20	August 24 – NOON	September 08, 2022
August 21 – September 03	September 07	September 22, 2022
September 04 – September 17	September 21	October 06, 2022
September 18 – October 01	October 05	October 20, 2022
October 02 – October 15	October 19	November 03, 2022
October 16 – October 29	November 02	November 17, 2022
October 30 – November 12	November 16	December 01, 2022
November 13 – November 26	*November 24 - NOON	December 15, 2022
November 27 – December 10	*December 08 - NOON	December 29, 2022
December 11 – December 24	*January 03*	January 12, 2023
December 25 – January 07	January 11	January 26, 2023
January 08 – January 21	January 25	February 09, 2023
January 22 – February 04	February 08	February 23, 2023
February 05 – February 18	February 22	March 09, 2023
February 19 – March 04	March 08	March 23, 2023
March 05 – March 18	March 22	April 06, 2023
March 19 – April 01	April 05	April 20, 2023
April 02 – April 15	April 19	May 04, 2023
April 16 – April 29	May 03	May 18, 2023
April 30 – May 13	May 17	June 01, 2023
May 14 – May 27	May 31	June 15, 2023
May 28 – June 10	June 14	June 29, 2023
June 11 – June 24	June 28	July 13, 2023
June 25 – July 08	July 12	July 27, 2023
July 09 – July 22	July 26	August 10, 2023

