

Memorandum



DATE: August 23, 2011
TO: Substitute Teachers
FROM: Lesley A. Holmes, PCP
Payroll Assistant
Administrative Services

RE: SCHEDULE OF 2011-2012 PAY DATES – Substitute Teachers

PERIOD COVERED	PAY DATE
September 1-30, 2011	October 6, 2011
October 1-31, 2011	November 4, 2011
November 1-30, 2011	December 6, 2011
December 1-31, 2011	December 31, 2011
January 1-31, 2012	February 6, 2012
February 1-28, 2012	March 6, 2012
March 1-31, 2012	April 5, 2012
April 1-30, 2012	May 4, 2012
May 1-31, 2012	June 6, 2012
June 1-30, 2012	July 6, 2012

If you have any questions or discrepancies regarding your payments; please call Lesley Holmes at 659-7026.

NOTE: Please remember to keep track of dates, half/full day(s) and schools at which you work by logging onto your AESOP account.