



### IMPORTANT PAYROLL REMINDER

The first semi-monthly payroll for substitutes will begin on February 10, 2022, paying days subbed from Jan 1<sup>st</sup>-Jan 31<sup>st</sup> for:

- Substitute teachers in Frontline (excluding benefitted substitutes paid on contract)
- Substitute nutrition workers in Frontline
- Substitute bus drivers and substitute bus attendants from Transportation

Each succeeding semi-monthly payroll for substitutes after that will be on the 25<sup>th</sup> and 10<sup>th</sup> of each month as follows:

- Days subbed from the 1<sup>st</sup>-15<sup>th</sup> will be paid on the 25<sup>th</sup> of the same month
- Days subbed from the 16<sup>th</sup> to the last day of the month will be paid on the 10<sup>th</sup> of the following month

Payroll dates and substitute reconciliation deadlines for these semi-monthly payrolls are attached. In order to meet these important pay deadlines for substitutes, administrative assistants should be reconciling substitutes in Frontline on a weekly basis.

1. Compare in and out times against the substitute sign in and out sheet
2. Ensure all substitutes at your location have been entered into Frontline
3. Verify that the budget paying the substitute is correct

If you have any questions, please contact the Payroll Department at 801-567-8154, or Juli Martin in the sub office at 801-567-8219. Thank you.