

# Substitute Time-sheet Submission Calendar 2021-2022

**Substitute Pay Periods run from the 26<sup>th</sup> of the month to the 25<sup>th</sup> of the following month \*\***

Electronic time-sheets must be submitted every Friday through VeriTime.

If a pay period ends on a day other than Friday, that week's time-sheet must be submitted by the 25<sup>th</sup>\*

Please call Substitute Services at 408-453-6835 or email [subservices@sccoe.org](mailto:subservices@sccoe.org) if you have any questions

## AUGUST 2021



## SEPTEMBER 2021

Holiday



## OCTOBER 2021



## NOVEMBER 2021



Holiday

Holiday


Holiday

## DECEMBER 2021\*\*




Holiday

Holiday

 = Weekly time sheet submission

**BOLD** = End of Pay Period. Submit final time sheet

 = Pay Day



= Weekly time sheet submission

**BOLD** = End of Pay Period. Submit final time sheet



= Pay Day