

Waukegan Community Unit School District 60
Lincoln Center for Educational Services
1201 North Sheridan Road
Waukegan, Illinois 60085-2009

TO: Principals
FROM: Harvey Dangel, Payroll Supervisor
RE: Semi-Monthly payment of In-building and Out-of-building Substitutes
Also absent para pay sheets for the 2006-2007 school year.

District 60 has a semi-monthly payroll for all substitutes and absent para pay. In order to do this; your full and complete cooperation is needed. You must get your data to the coordinator on the date indicated below in the second column. If you do not adhere to this schedule, your substitutes **will not get paid on schedule**. Your cooperation is greatly appreciated.

Work Period For Subs	School Report To Coord.	Payroll Report To Human Resources	Payroll Report To Payroll	Pay Date
Aug. 30-Sept. 5, 2006	Sept. 6	Sept. 7	Sept. 8	Sept. 15, 2006
September 6-Sept. 14	Sept. 15	Sept. 18	Sept. 19	Sept. 29
September 15-Sept. 27	Sept. 28	Sept. 29	Oct. 2	Oct. 13
September 28-Oct. 11	Oct. 13	Oct. 16	Oct. 17	Oct. 31
October 12-Oct. 23	Oct. 26	Oct. 27	Oct. 30	Nov. 15
October 24-Nov. 2	Nov. 10	Nov. 13	Nov. 14	Nov. 30
November 3-Nov. 15	Nov. 29	Nov. 30	Dec. 1	Dec. 15
November 16-Nov. 30	Dec. 7	Dec. 8	Dec. 11	Dec. 22
December 1-13	Dec. 20	Dec. 21	Dec. 22	Jan. 12, 2007
December 14-Jan. 8	Jan. 15	Jan. 16	Jan. 17	Jan. 31
January 9-Jan. 23	Jan. 31	Feb. 1	Feb. 2	Feb. 15
January 24-Feb. 2	Feb. 12	Feb. 13	Feb. 14	Feb. 28
February 3-Feb. 14	Mar. 1	Mar. 2	Mar. 5	Mar. 15
February 15-Feb. 28	Mar. 7	Mar. 8	Mar. 9	Mar. 23
March 1-Mar. 22	Apr. 2	Apr. 3	Apr. 4	Apr. 13
March 23-Apr. 12	Apr. 13	Apr. 16	Apr. 17	Apr. 30
April 13-Apr. 24	May 1	May 2	May 3	May 15
April 25-May 7	May 10	May 11	May 14	May 31
May 8-May 18	May 29	May 30	May 31	Jun. 15
Certified staff not returning have until May 31st to notify Human Resources so they can get all pays owed June 15th. If notified after May 31st pays will be made in the normal fashion over the summer.				
May 21-Jun. 7*	Jun. 8	Jun. 11	Jun. 12	Jun. 29**

*All absent days through the last day of school must be reported to Human Resources on **JUNE 8th**.

THIS IS A PRIORITY!!

**If information is received early enough, this may be included on the June 15, 2007 payroll.

06-07 ELEMENTARY IN-BUILDING SUBSTITUTE RATE IS \$19.94 PER CLASS HOUR (.332 PER MIN.)

06-07 M.S. & H.S. IN-BUILDING SUBSTITUTE RATE IS \$19.94 PER CLASS HOUR