

**ARLINGTON COMMUNITY SCHOOLS
TIME SHEET SCHEDULE
FINANCIAL SECRETARY, ATTENDANCE OPERATOR
8 HOURS PER DAY - EARLY START
2022-2023**

| FISCAL PAY PERIOD | # DAYS WORKED HOLIDAY / VACATION | | ACTUAL DAYS WORKED | | | | | PAYROLL DATE |
|----------------------|-------------------------------------|-----------|--------------------|----|----|----|----|-----------------|
| | | | M | T | W | T | F | |
| 3 | 10 | JULY | 18 | 19 | 20 | 21 | 22 | 8/15 |
| | | JULY | 25 | 26 | 27 | 28 | 29 | |
| 4 | 11 | AUGUST | 1 | 2 | 3 | 4 | 5 | 8/31 |
| | | AUGUST | 8 | 9 | 10 | 11 | 12 | |
| | | AUGUST | 15 | | | | | |
| 5 | 12 | AUGUST | 22 | 16 | 17 | 18 | 19 | 9/15 |
| | | AUGUST | 29 | 30 | 31 | 25 | 26 | |
| 6 | 11 | SEPTEMBER | | | | 1 | 2 | 9/30 |
| | | SEPTEMBER | 5 | 6 | 7 | 8 | 9 | |
| | | SEPTEMBER | 12 | 13 | 14 | 15 | | |
| 7 | 11 | SEPTEMBER | 19 | 20 | 21 | 22 | 16 | 10/14 |
| | | SEPTEMBER | 26 | 27 | 28 | 29 | 23 | |
| | | SEPTEMBER | | | | | 30 | |
| 8 | 8 | OCTOBER | 3 | 4 | 5 | 6 | 7 | 10/31 |
| | | OCTOBER | | | 12 | 13 | 14 | |
| 9 | 11 | OCTOBER | 17 | 18 | 19 | 20 | 21 | 11/15 |
| | | OCTOBER | 24 | 25 | 26 | 27 | 28 | |
| | | OCTOBER | 31 | | | | | |
| 10 | 11 | NOVEMBER | | 1 | 2 | 3 | 4 | 11/30 |
| | | NOVEMBER | 7 | 8 | 9 | 10 | 11 | |
| | | NOVEMBER | 14 | 15 | | | | |
| 11 | 8 | NOVEMBER | | | 16 | 17 | 18 | 12/15 |
| | | NOVEMBER | | | | 24 | 25 | |
| | | NOVEMBER | 28 | 29 | 30 | | | |
| 12 | 11 | DECEMBER | | | | 1 | 2 | 12/30 |
| | | DECEMBER | 5 | 6 | 7 | 8 | 9 | |
| | | DECEMBER | 12 | 13 | 14 | 15 | | |
| 13 | 6 | DECEMBER | | | | | 16 | 1/13 |
| | | DECEMBER | | | | 22 | 23 | |
| | | DECEMBER | 26 | | | 29 | 30 | |
| 14 | 11 | JANUARY | 2 | 3 | 4 | 5 | 6 | 1/31 |
| | | JANUARY | 9 | 10 | 11 | 12 | 13 | |
| | | JANUARY | 16 | | | | | |
| 15 | 11 | JANUARY | | 17 | 18 | 19 | 20 | 2/15 |
| | | JANUARY | 23 | 24 | 25 | 26 | 27 | |
| | | JANUARY | 30 | 31 | | | | |
| | | FEBRUARY | | | 1 | 2 | 3 | |

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8 HOURS PER DAY - EARLY START
2022-2023**

| FISCAL PAY PERIOD | # DAYS WORKED HOLIDAY / VACATION | | ACTUAL DAYS WORKED | | | | | PAYROLL DATE |
|----------------------|-------------------------------------|----------|--------------------|----|----|----|----|-----------------|
| | | | M | T | W | T | F | |
| 16 | 10 | FEBRUARY | 6 | 7 | 8 | 9 | 10 | 2/28 |
| | | FEBRUARY | 13 | 14 | | | | |
| 17 | 9 | FEBRUARY | | | 15 | 16 | 17 | 3/15 |
| | | FEBRUARY | | 21 | 22 | 23 | 24 | |
| | | FEBRUARY | 27 | 28 | | | | |
| 18 | 11 | MARCH | | | 1 | 2 | 3 | 3/31 |
| | | MARCH | 6 | 7 | 8 | 9 | 10 | |
| | | MARCH | 13 | 14 | 15 | | | |
| 19 | 10 | MARCH | 20 | 21 | 22 | 23 | 24 | 4/15 |
| | | MARCH | 27 | 28 | 29 | 30 | 31 | |
| 20 | 10 | APRIL | 3 | 4 | 5 | 6 | 7 | 4/28 |
| | | APRIL | 10 | 11 | 12 | 13 | 14 | |
| 21 | 10 | APRIL | 17 | 18 | 19 | 20 | 21 | 5/15 |
| | | APRIL | 24 | 25 | 26 | 27 | 28 | |
| 22 | 11 | MAY | 1 | 2 | 3 | 4 | 5 | 5/31 |
| | | MAY | 8 | 9 | 10 | 11 | 12 | |
| | | MAY | 15 | | | | | |
| 23 | 9 | MAY | | 16 | 17 | 18 | 19 | 6/15 |
| | | MAY | 22 | 23 | 24 | 25 | 26 | |
| 24 | 4 | MAY | 29 | 30 | 31 | | | 6/30 |
| | | JUNE | | | | 1 | | |

216 TOTAL DAYS

***NOTE: Financial Secretaries will have an additional 40 hours to work in June and July to close their books.**

| | |
|----|---------------|
| 11 | PAID HOLIDAYS |
| 10 | VACATION |