STEP WAGE AND HOUR SCHEDULE/

WORK PROGRESS REPORT SCHEDULE **FY 20**

**July 1, 2019 – June 30, 2020**

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| **Wage & Hours**  **sent to schools** | **Pay Period Covered** | **Wage & Hours**  **Due to TMCSEA** |
| August 14, 2019 | July 1-31, 2019 | September 6, 2019 |
| August 14, 2019 | August 1-31, 2019 | September 6, 2019 |
| August 14, 2019 | September 1-30, 2019 | October 4, 2019 |
| September 18, 2019 | October 1-31, 2019 | November 8, 2019 |
| October 16, 2019 | November 1-30, 2019 | December 6, 2019 |
| November 20, 2019 | December 1-31, 2019 | January 10, 2020 |
| December 18, 2019 | January 1-31, 2020 | February 7, 2020 |
| January 22, 2020 | February 1-29, 2020 | March 6, 2020 |
| February 19, 2020 | March 1-31, 2020 | April 10, 2020 |
| March 25, 2020 | April 1-30, 2020 | May 8, 2020 |
| April 22, 2020 | May 1-31, 2020 | June 5, 2020 |
| May 27, 2020  (Will only be sent if your school is still in session in June or you are tracking June hours) | June 1-10, 2020 | June 12, 2020 |

***Wage & Hour will be sent via e-mail each month***

***My work verification is due to the state by the 15th of each month***

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| **WORK PROGRESS REPORT DUE DATES:** | **PERIOD COVERED:** |
| 1. November 8, 2019 | 08/01/2019 - 10/31/2019 |
| 2. January 10, 2020 | 11/01/2019 - 12/31/2019 |
| 3. March 6, 2020 | 01/01/2020 – 2/29/2020 |
| 4. May 29, 2020 | 03/01/2020 – 5/29/2020 |