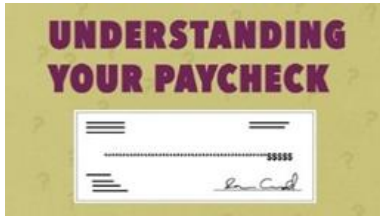


A MESSAGE FROM SUBSTITUTE PAYROLL

Welcome to the 2023-2024 school year! Here are a few payroll reminders as we start the new year.



Please double-check your days in Frontline Absence System and compare them to your daily rate to ensure your check is correct.



You can log into the Employee Access Center (EAC) to view your paycheck and obtain check stubs and W2.



Substitutes are paid semi-monthly on the 15th and the last day of the month:

- 1st – 15th is paid on the last day of the month
- 16th – the last day of the month is paid on the 15th of the following month



Familiarize yourself with the pay schedule and be aware of pay date changes due to weekends and holidays.

Feel free to contact us with questions regarding substitute pay at:

281-897-4023

subpayroll@cfisd.net