

# Substitute Payroll Schedule 2019-2020



MONTH	BEGIN DATE	END DATE	SUB OFFICE DUE TO PAYROLL	PAY DATE
JULY 2019	6/15/2019	7/12/2019	7/16/2019	7/31/2019
AUGUST 2019	7/13/2019	8/9/2019	8/13/2019	8/30/2019
SEPTEMBER 2019	8/10/2019	9/13/2019	9/17/2019	9/30/2019
OCTOBER 2019	9/14/2019	10/11/2019	10/15/2019	10/31/2019
NOVEMBER 2019	10/12/2019	11/8/2019	11/12/2019	11/22/2019
DECEMBER 2019	11/9/2019	11/29/2019	12/3/2019	12/19/2019
JANUARY 2020	11/30/2019	1/10/2020	1/14/2020	1/31/2020
FEBRUARY 2020	1/11/2020	2/7/2020	2/11/2020	2/28/2020
MARCH 2020	2/8/2020	3/6/2020	3/10/2020	3/31/2020
APRIL 2020	3/7/2020	4/10/2020	4/14/2020	4/30/2020
MAY 2020	4/11/2020	5/8/2020	5/12/2020	5/29/2020
JUNE 2020	5/9/2020	6/12/2020	6/16/2020	6/30/2020

## Accessing your Paystubs

1. Log into the AISD Cloud ([my.austinisd.org](http://my.austinisd.org)) and click on **BOLT - Pay Stubs and Docs.**
2. Enter your AISD network login credentials when prompted.
3. Click on **My Paystubs Prod** located under the View My Documents (left side)
4. Click on the magnifying glass icon next to the pay stub you wish to view.

**Note:** The Chrome browser pop-up blocker may block viewing the pay stub, so you must allow pop-ups for this site. If you're having trouble logging in, call the Help Desk at (512) 414-8324.

## Logging in to the AISD Portal ([portal.austinisd.org](http://portal.austinisd.org))

**Username:** E123456 (with your 6 numbers)

**Password:** E123456.1234 (your 6 numbers, dot, and last 4 of your social) *This is your default password if you've never logged in before. You can change this password once you log in.*

**Our office does not have access to your passwords.** If you're having trouble logging in, call the Help Desk at (512) 414-8324. They will give you a temporary password to log in.

## Human Capital Platform (HCP) Professional Learning Management System

Human Capital Platform (HCP) houses the district's Professional Learning Management System that allows employees to register for AISD professional learning and training opportunities. Staff can browse the catalog for activities that will enhance their professional/job skills, or search the catalog for specific activities recommended by their manager or principal. New learning opportunities are frequently added to the HCP which is accessed through the AISD Portal.

If you have questions or need assistance with registering through the HCP, please contact the Center for Professional Learning at 512-414-3976.