

**ICHABOD CRANE CENTRAL SCHOOL
VALATIE, NEW YORK 12184**

To: All Personnel
From: Central Office
Date: 6/1/2018
RE: Payroll Dates 2018-2019 School Year

Payroll due dates allow adequate time to process hourly and substitute payroll data. All salary adjustments are inclusive of the time worked through the payroll due dates.

Payroll Period Numbers

<u>12 Month Staff</u>	<u>12 month day count</u>	<u>Teachers TAs</u>	<u>Aides, Café Drivers/Attendants</u>	<u>Payroll Dates</u>	<u>Payroll Due In By Noon to Central Office</u>	<u>Substitutes & Real Time Staff Pay Range</u>
1	5 Days			Jul-06	Jul-02	Jun-11-Jun -22
2	10 Days			Jul-20	Jul-09	Jun 25-July 6
3	10 Days			Aug-03	Jul-23	July 9-July 20
4	10 Days			Aug-17	Aug-06	July 23-Aug 3
5	10 Days			Aug-31	Aug-20	Aug 6-Aug 17
6	10 Days	1	1	Sep-14	Sep-03	Aug 20-Aug 31
7	10 Days	2	2	Sep-28	Sep-17	Sept 3-Sept 14
8	10 Days	3	3	Oct-12	Oct-01	Sept 17-Sept 28
9	10 Days	4	4	Oct-26	Oct-15	Oct 1-Oct 12
10	10 Days	5	5	Nov-09	Oct-29	Oct 15-Oct 26
11	10 Days	6	6	Nov-21	Nov-12	Oct 29-Nov 9
12	10 Days	7	7	Dec-07	Nov-26	Nov 12-Nov 23
13	10 Days	8	8	Dec-21	Dec-10	Nov 26-Dec 7
14	10 Days	9	9	Jan-04	Dec-24	Dec 10-Dec 21
15	10 Days	10	10	Jan-18	Jan-07	Dec 24-Jan 4
16	10 Days	11	11	Feb-01	Jan-21	Jan 7-Jan 18
17	10 Days	12	12	Feb-15	Feb-04	Jan 21-Feb 1
18	10 Days	13	13	Mar-01	Feb-18	Feb 4-Feb 15
19	10 Days	14	14	Mar-15	Mar-04	Feb 18-Mar 1
20	10 Days	15	15	Mar-29	Mar-18	Mar 4-Mar 15
21	10 Days	16	16	Apr-12	Apr-01	Mar 18-Mar 29
22	10 Days	17	17	Apr-26	Apr-15	Apr 1-Apr 12
23	10 Days	18	18	May-10	Apr-29	Apr 15-Apr 26
24	10 Days	19	19	May-24	May-13	Apr 29-May 10
25	10 Days	20	20	Jun-07	May-27	May 13-May 24
26	10 Days	21	21	Jun-21	Jun-10	May 27-June 7
27	<u>5 Day</u>			Jun-28	Jun-24	June 10-June 21
	260					

1. Teachers opting for 25 equal checks will be paid the additional amounts due in the 6/21/2018 check
2. All Employees paid in 21 equal paychecks will start on September 14, 2018
3. Individuals being paid on a real time basis will receive their first full check on September 28, 2018
4. Any adjustments for the 2017- 2018 school year will be done in the first payroll of July 2018
5. Administrators and Supervisors will be paid in 27 equal checks.