

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

**To: All Personnel**  
**From: Central Office**  
**Date: April 25, 2023**  
**RE: Payroll Dates 2023-2024 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 &amp; Real Time Staff Pay Range</u>
1	5 Days			Jul-07	Jun-26	Jun 19-Jun 30
2	10 Days			Jul-21	Jul-10	Jun 26-July 7
3	10 Days			Aug-04	Jul-24	July 10-July 21
4	10 Days			Aug-18	Aug-07	July 24-Aug 4
5	10 Days	Half-Pay		Sep-01	Aug-21	Aug 7-Aug 18
6	10 Days	1	1	Sep-15	Sep-05	Aug 21-Sept 1
7	10 Days	2	2	Sep-29	Sep-18	Sept 4-Sept 15
8	10 Days	3	3	Oct-13	Oct-02	Sept 18-Sept 29
9	10 Days	4	4	Oct-27	Oct-16	Oct 2-Oct 13
10	10 Days	5	5	Nov-09	Oct-30	Oct 16-Oct 27
11	10 Days	6	6	Nov-22	Nov-13	Oct 30-Nov 10
12	10 Days	7	7	Dec-08	Nov-27	Nov 13-Nov 24
13	10 Days	8	8	Dec-22	Dec-11	Nov 27-Dec 8
14	10 Days	9	9	Jan-05	Dec-26	Dec 11-Dec 22
15	10 Days	10	10	Jan-19	Jan-08	Dec 25-Jan 5
16	10 Days	11	11	Feb-02	Jan-22	Jan 8-Jan 19
17	10 Days	12	12	Feb-16	Feb-05	Jan 22-Feb 2
18	10 Days	13	13	Mar-01	Feb-20	Feb 5-Feb 16
19	10 Days	14	14	Mar-15	Mar-04	Feb 19-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-28	May 13-May 24
26	10 Days	21/25	21	Jun-21	Jun-10	May 27-June 7
27*	<u>5 Days</u>	Half-Pay		Jun-28	Jun-24	June 10-June 21
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- Teachers opting for 25 equal checks will be paid the additional amounts due in the 6/21/2024 check.
- All Employees paid in 21/25 equal paychecks will start on September 1, 2023.
- Individuals being paid on a real time basis will receive their first full check on September 29, 2023.
- Any adjustments from the 2022-2023 school year will be made in the September 15, 2023 check.
- 12 month, Administrators and Supervisors will be paid in 27 equal checks.
- Teachers & TA's to receive two half-pays: 9/01/23 and 6/28/24