

**SOUTH COLONIE CENTRAL SCHOOLS
DISTRICT OFFICE**

TO: All School District Personnel

FROM: Anjelieeque Martinez, Business Office Manager/District Treasurer AM

DATE: June 1, 2018

RE: Payroll Procedures 2018/2019

The Payroll Department will issue checks every other Friday unless otherwise indicated on the Payroll Schedule.

TEACHERS AND TEACHING ASSISTANTS will receive 22 paychecks during the year with the first check issued on September 7, 2018. The final payroll check will be issued on June 28, 2019. Those selecting the 22 payment plan will receive their usual bi-weekly check; those selecting the 26 payment plan will receive the equivalent of five (5) checks in the final paycheck.

SALARIED 10 MONTH EMPLOYEES (bus drivers, clerical workers, cooks, monitors, and nurses) will be issued their first of 22 bi-weekly checks on September 7, 2018. Payments will be made as indicated on the Payroll Schedule with the final check issued on June 28, 2019. Those monitors selecting the 22 payment plan will receive their usual bi-weekly check; those selecting the 26 payment plan will receive the equivalent of five (5) checks in the final paycheck.

ALL HOURLY EMPLOYEES AND SUBSTITUTES are reported to the Payroll Department in 2-week intervals on the Monday following a regular (12-month) payroll date. The first check will be issued on September 21, 2018 for hours worked during the 2-week period ending September 7, 2018 following submission of payroll reports by the appropriate administrator. (**NOTE:** substitute and hourly employees who work during the period June 3rd through June 26th will be paid on June 28th).

You may again authorize a deduction for your contribution to the **United Way** on pledge cards to be distributed during the fall campaign. This contribution will be deducted from your payroll check in **10** equal installments beginning with the January 11, 2019 payroll.

Health insurance deductions will be made on the first payroll of each month except for the month of September. September deductions will be made on the September 21, 2018 payroll.

All Teachers, Teaching Assistants, and 10 month support staff returning to work in 2019/2020 will have a double deduction for July and August premiums on the June 28th payroll.

PAYROLL SCHEDULE FOR 2018/2019

<u>PAYROLL DATE</u>	<u>12 MONTH</u>	<u>10 & 11 MONTH</u>
JULY 13*	X	
JULY 27	X	
AUGUST 10*	X	
AUGUST 24	X	
SEPTEMBER 7	X	X
SEPTEMBER 21*	X	X
OCTOBER 5*	X	X
OCTOBER 19	X	X
NOVEMBER 2*	X	X
NOVEMBER 16	X	X
NOVEMBER 30	X	X
DECEMBER 14*	X	X
DECEMBER 28	X	X
JANUARY 11*	X	X
JANUARY 25	X	X
FEBRUARY 8*	X	X
FEBRUARY 22	X	X
MARCH 8*	X	X
MARCH 22	X	X
APRIL 5*	X	X
APRIL 18	X	X
MAY 3*	X	X
MAY 17	X	X
MAY 31	X	X
JUNE 14*	X	X
JUNE 28 **	X	X

- * Monthly Health Insurance Deduction
- ** Double Insurance Deduction for 10 month employees returning in September