

**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 &amp; 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.

