

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

To: All Personnel
From: Central Office
Date: 4/25/17
RE: Payroll Dates 2017-2018 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

12 Month <u>Staff</u>	12 month <u>day count</u>	Teachers <u>TAs</u>	Aides, Café <u>Drivers/Attendants</u>	Payroll <u>Dates</u>	Payroll Due In <u>By Noon to Central Office</u>	Substitutes & <u>Real Time Staff Pay Range</u>
1*				Jul-03		
2	10 Days			Jul-14	Jul-03	June 19-June 30
3	10 Days			Jul-28	Jul-17	July 3-July 14
4	10 Days			Aug-11	Jul-31	July 17-July 28
5	10 Days			Aug-25	Aug-14	July 31-Aug 11
6	10 Days	1	1	Sep-08	Aug-28	Aug 14-Aug 25
7	10 Days	2	2	Sep-22	Sep-11	Aug 28-Sept 8
8	10 Days	3	3	Oct-06	Sep-25	Sept 11-Sept 22
9	10 Days	4	4	Oct-20	Oct-09	Sept 25-Oct 6
10	10 Days	5	5	Nov-03	Oct-23	Oct 9-Oct 20
11	10 Days	6	6	Nov-17	Nov-06	Oct 23-Nov 3
12	10 Days	7	7	Dec-01	Nov-20	Nov 6-Nov 17
13	10 Days	8	8	Dec-15	Dec-04	Nov 20-Dec 1
14	10 Days	9	9	Dec-29	Dec-18	Dec 4-Dec 15
15	10 Days	10	10	Jan-12	Jan-02	Dec 18-Dec 29
16	10 Days	11	11	Jan-26	Jan-16	Jan 2-Jan 12
17	10 Days	12	12	Feb-09	Jan-29	Jan 16-Jan 26
18	10 Days	13	13	Feb-23	Feb-12	Jan 29-Feb 9
19	10 Days	14	14	Mar-09	Feb-26	Feb 12-Feb 23
20	10 Days	15	15	Mar-23	Mar-12	Feb 26-Mar 9
21	10 Days	16	16	Apr-06	Mar-26	Mar 12-Mar 23
22	10 Days	17	17	Apr-20	Apr-09	Mar 26-Apr 6
23	10 Days	18	18	May-04	Apr-23	Apr 9-Apr 20
24	10 Days	19	19	May-18	May-07	Apr 23-May 4
25	10 Days	20	20	Jun-01	May-21	May 7-May 18
26	10 Days	21	21	Jun-15	Jun-04	May 21-Jun 1
**	5 Days	22	22	Jun-22		
27	10 Days			Jun-29	Jun-18	Jun 4-Jun 15

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1. Teachers opting for 25 equal checks will be paid the additional amounts due in the 6/15/2018 check
2. All Employees paid in 21 or 25 equal paychecks will start on September 8, 2017
3. Individuals being paid on a real time basis will receive their first full check on September 22, 2017
4. Twelve month, non-teaching employees will be paid as indicated above
5. Any adjustments for the 2016 - 2017 school year will be done in the first payroll of July 2017
6. All 12-Month Employees will be paid in 27 equal checks
7. *7/1/2017 payroll will be paid on 7/3/2017

8. **Payroll June 22, 2018 will include a 5-Day pay for Teachers and Teacher's Assistants