

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

To: All Personnel
From: Central Office
Date: 4/8/16
RE: Payroll Dates 2016-2017 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	5 Days			Jul-01	Jun-20	Jun 6-Jun 17
2	10 Days			Jul-15	Jul-05	June 20-July 1
3	10 Days			Jul-29	Jul-18	July 5-July 15
4	10 Days			Aug-12	Aug-01	July 18-July 29
5	10 Days			Aug-26	Aug-15	Aug 1-Aug 12
6	10 Days	1	1	Sep-09	Aug-29	Aug 15-Aug 26
7	10 Days	2	2	Sep-23	Sep-12	Aug 29-Sept 9
8	10 Days	3	3	Oct-07	Sep-26	Sept 12-Sept 23
9	10 Days	4	4	Oct-21	Oct-11	Sept 26-Oct 7
10	10 Days	5	5	Nov-04	Oct-24	Oct 11-Oct 21
11	10 Days	6	6	Nov-18	Nov-07	Oct 24-Nov 4
12	10 Days	7	7	Dec-02	Nov-21	Nov 7-Nov 18
13	10 Days	8	8	Dec-16	Dec-05	Nov 21-Dec 2
14	10 Days	9	9	Dec-30	Dec-19	Dec 5-Dec 16
15	10 Days	10	10	Jan-13	Jan-03	Dec 19-Dec 30
16	10 Days	11	11	Jan-27	Jan-17	Jan 3-Jan 13
17	10 Days	12	12	Feb-10	Jan-30	Jan 17-Jan 27
18	10 Days	13	13	Feb-24	Feb-13	Jan 30-Feb 10
19	10 Days	14	14	Mar-10	Feb-27	Feb 13-Feb 24
20	10 Days	15	15	Mar-24	Mar-13	Feb 27-Mar 10
21	10 Days	16	16	Apr-07	Mar-27	Mar 13-Mar 24
22	10 Days	17	17	Apr-21	Apr-10	Mar 27-Apr 7
23	10 Days	18	18	May-05	Apr-24	Apr 10-Apr 21
24	10 Days	19	19	May-19	May-08	Apr 24-May 5
25	10 Days	20	20	Jun-02	May-22	May 8-May 19
26	10 Days	21	21	Jun-16	Jun-05	May 22-Jun 2
27*	<u>5 Day</u>	22		Jun-22	Jun-19	Jun 5-Jun 16
	260					

1. Teachers opting for 25 equal checks will be paid the additional amounts due in the 6/16/2017 check
2. All Employees paid in 21 equal paychecks will start on September 9, 2016
3. Individuals being paid on a real time basis will receive their first full check on September 23, 2016
4. Twelve month, non-teaching employees will be paid as indicated above
5. Any adjustments for the 2015 - 2016 school year will be done in the first payroll of July 2016
6. Administrators and Supervisors will be paid in 27 equal checks
7. *Payroll June 22, 2017 will include a 4-Day pay for Teachers and Teacher's Assistants