

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

To: All Personnel
From: Central Office
Date:
RE: Payroll Dates 2024-2025 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 & Real Time Staff Pay Range</u>
1	5 Days			Jul-05	Jun-24	Jun 10-Jun 21
2	10 Days			Jul-19	Jul-08	Jun 24-July 5
3	10 Days			Aug-02	Jul-22	July 8-July 19
4	10 Days			Aug-16	Aug-05	July 22-Aug 2
5	10 Days	Half-Pay		Aug-30	Aug-19	Aug 5-Aug 16
6	10 Days	1	1	Sep-13	Sep-02	Aug 19-Aug 30
7	10 Days	2	2	Sep-27	Sep-16	Sept 2-Sept 13
8	10 Days	3	3	Oct-11	Sep-30	Sept 16-Sept 27
9	10 Days	4	4	Oct-25	Oct-14	Sept 30-Oct 11
10	10 Days	5	5	Nov-08	Oct-29	Oct 14-Oct 25
11	10 Days	6	6	Nov-22	Nov-11	Oct 28-Nov 8
12	10 Days	7	7	Dec-06	Nov-25	Nov 11-Nov 22
13	10 Days	8	8	Dec-20	Dec-09	Nov 25-Dec 6
14	10 Days	9	9	Jan-03	Dec-23	Dec 9-Dec 20
15	10 Days	10	10	Jan-17	Jan-06	Dec 23-Jan 3
16	10 Days	11	11	Jan-31	Jan-20	Jan 6-Jan 17
17	10 Days	12	12	Feb-14	Feb-03	Jan 20-Jan 31
18	10 Days	13	13	Feb-28	Feb-17	Feb 3-Feb 14
19	10 Days	14	14	Mar-14	Mar-03	Feb 17-Feb 28
20	10 Days	15	15	Mar-28	Mar-17	Mar 3-Mar 14
21	10 Days	16	16	Apr-11	Mar-31	Mar 17-Mar 28
22	10 Days	17	17	Apr-25	Apr-14	Mar 31-Apr 11
23	10 Days	18	18	May-09	Apr-28	Apr 14-Apr 25
24	10 Days	19	19	May-23	May-12	Apr 28-May 9
25	10 Days	20	20	Jun-06	May-26	May 12-May 23
26	10 Days	21/25	21	Jun-20	Jun-09	May 26-June 6
27*	<u>5 Days</u>	Half-Pay		Jun-27	Jun-23	June 9-June 20
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- Teachers opting for 25 equal checks will be paid the additional amounts due in the 6/20/2025 check.
- All Employees paid in 21/25 equal paychecks will start on August 30, 2024.
- Individuals being paid on a real time basis will receive their first full check on September 27, 2024.
- Any adjustments from the 2023-2024 school year will be made in the September 13, 2023 check.
- 12 month, Administrators and Supervisors will be paid in 27 equal checks.
- Teachers & TA's to receive two half-pays: 8/30/24 and 6/27/25