

**SOUTH COLONIE CENTRAL SCHOOLS  
DISTRICT OFFICE**

**TO:** All School District Personnel

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

**DATE:** June 1, 2016

**RE:** Payroll Procedures 2016/2017

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 9, 2016. The final payroll check will be issued on June 23, 2017. 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 9, 2016. Payments will be made as indicated on the Payroll Schedule with the final check issued on June 23, 2017. 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 23, 2016 for hours worked during the 2-week period ending September 9, 2016 following submission of payroll reports by the appropriate administrator. (**NOTE:** substitute and hourly employees who work during the period June 5<sup>th</sup> through June 23<sup>rd</sup> will be paid on June 30<sup>th</sup>).

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 13, 2017 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 23, 2016 payroll.

All Teachers, Teaching Assistants, and 10 month support staff returning to work in 2017/2018 will have a deduction for July premiums on the June 16<sup>th</sup> payroll, and a deduction for August premiums on the June 23<sup>rd</sup> payroll.

**CHECKS WILL BE DELIVERED TO EMPLOYEES ON THE DATES INDICATED ONLY. NO CHANGES WILL BE MADE WITHOUT DISTRICT OFFICE AUTHORIZATION.**

# PAYROLL SCHEDULE 2016-2017

<u>DATE</u>		<u>12-MONTH EMPLOYEES</u>	<u>10 &amp; 11 MONTH EMPLOYEES</u>	<u>TA'S &amp; TEACHERS</u>
JULY	*	1	X	
JULY		15	X	
JULY		29	X	
AUGUST	*	12	X	
AUGUST		26	X	
SEPTEMBER		9	X	X
SEPTEMBER	*	23	X	X
OCTOBER	*	7	X	X
OCTOBER		21	X	X
NOVEMBER	*	4	X	X
NOVEMBER		18	X	X
DECEMBER	*	2	X	X
DECEMBER		16	X	X
DECEMBER		23		X
DECEMBER		30	X	
JANUARY	*	13	X	X
JANUARY		27	X	X
FEBRUARY	*	10	X	X
FEBRUARY		17		X
FEBRUARY		24	X	
MARCH	*	10	X	X
MARCH		24	X	X
APRIL	*	7	X	X
APRIL		13		X
APRIL		21	X	
MAY	*	5	X	X
MAY		19	X	X
JUNE	*	2	X	X
JUNE	**	16	X	X
JUNE	***	23		X
JUNE		30	X	

\* MONTHLY INSURANCE DEDUCTION  
 \*\* JULY INSURANCE DEDUCTION FOR RETURNING 10 MONTH EMPLOYEES  
 \*\*\* AUGUST INSURANCE DEDUCTION RETURNING 10 MONTH EMPLOYEES