


**SOUTH COLONIE CENTRAL SCHOOLS
DISTRICT OFFICE**

TO: All School District Personnel
FROM: Anjelieeque Martinez, Business Office Manager/District Treasurer 
DATE: June 1, 2017
RE: Payroll Procedures 2017/2018

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 8, 2017. The final payroll check will be issued on June 29, 2018. 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 8, 2017. Payments will be made as indicated on the Payroll Schedule with the final check issued on June 29, 2018. 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 22, 2017 for hours worked during the 2-week period ending September 8, 2017 following submission of payroll reports by the appropriate administrator. (**NOTE:** substitute and hourly employees who work during the period June 4th through June 22nd will be paid on June 29th).

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 12, 2018 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 22, 2017 payroll.

All Teachers, Teaching Assistants, and 10 month support staff returning to work in 2018/2019 will have a deduction for July premiums on the June 15th payroll, and a deduction for August premiums on the June 29th payroll.

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

PAYROLL SCHEDULE 2017/2018

PAYROLL DATE 12 MONTH 10 & 11 MONTH

JULY 14*	X	
JULY 28	X	
AUGUST 11*	X	
AUGUST 25	X	
SEPTEMBER 8	X	X
SEPTEMBER 22*	X	X
OCTOBER 5*	X	X
OCTOBER 20	X	X
NOVEMBER 3*	X	X
NOVEMBER 17	X	X
DECEMBER 1*	X	X
DECEMBER 15	X	X
DECEMBER 29	X	X
JANUARY 12*	X	X
JANUARY 26	X	X
FEBRUARY 9*	X	X
FEBRUARY 23	X	X
MARCH 9*	X	X
MARCH 22	X	X
APRIL 6*	X	X
APRIL 20	X	X
MAY 4*	X	X
MAY 18	X	X
JUNE 1*	X	X
JUNE 15**	X	X
JUNE 29***	X	X

*Monthly Health Insurance Deduction

**July Insurance Deduction for 10 month employees returning in September

***August Insurance Deduction for 10 month employees returning in September