

SCHEDULE OF PAYDAYS – 2022/2023 SCHOOL YEAR - WATERTOWN CITY SCHOOL DISTRICT

TO: ALL STAFF

*****IMPORTANT – KEEP THIS SCHEDULE ALL YEAR*****

ALSO, REMEMBER TO KEEP YOUR PAY STUBS!!!!!! PLEASE READ ALL NOTES BELOW....

TIME SHEETS MUST BE IN THE
PAYROLL OFFICE THIS DATE-NO LATER

(MEMO)

FOR PAYMENT ON THE DATE OF:

1. Friday, June 17, 2022	1st pay for 12 month salaried staff; Final pay Aides/Assts/LPNs	Friday, July 1, 2022
2. Friday, July 1, 2022		Friday, July 15, 2022
3. Friday, July 15, 2022		Friday, July 29, 2022
4. Friday, July 29, 2022		Friday, August 12, 2022
5. Friday, August 12, 2022		Friday, August 26, 2022
6. Friday, August 26, 2022	1st Pay - 10 Month Salaried Staff	Friday, September 9, 2022
7. Friday, September 9, 2022		Friday, September 23, 2022
8. Friday, September 23, 2022		Friday, October 7, 2022
9. Friday, October 7, 2022		Friday, October 21, 2022
10. Friday, October 21, 2022		Friday, November 4, 2022
11. Friday, November 4, 2022		Friday, November 18, 2022
12. Friday, November 18, 2022		Friday, December 2, 2022
13. Friday, December 2, 2022		Friday, December 16, 2022
14. Friday, December 16, 2022		Friday, December 30, 2022
15. Friday, December 30, 2022		Friday, January 13, 2023
16. Friday, January 13, 2023		Friday, January 27, 2023
17. Friday, January 27, 2023		Friday, February 10, 2023
18. Friday, February 10, 2023		Friday, February 24, 2023
19. Friday, February 24, 2023		Friday, March 10, 2023
20. Friday, March 10, 2023		Friday, March 24, 2023
21. Friday, March 24, 2023	Early Pay Day due to Holiday	Thursday, April 6, 2023
22. Thursday, April 6, 2023		Friday, April 21, 2023
23. Friday, April 21, 2023		Friday, May 5, 2023
24. Friday, May 5, 2023		Friday, May 19, 2023
25. Friday, May 19, 2023		Friday, June 2, 2023
26. Friday, June 2, 2023	*Final Pay 10 Month Salaried Staff	Friday, June 16, 2023
27. Friday, June 16, 2023	*Final Pay for 12 Month Salaried Staff and Aides, Assistants, LPNs	Friday, June 30, 2023

1. Friday, June 30, 2023	1st pay for 12 Month Salaried Staff	Friday, July 14, 2023
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*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2023...21 Pays for 10-month instructional and clerical staff, and 27 Pays for 12-month staff. Those 10-month employees who elect the “BIG CHECK” in June will receive this on June 16, 2023. Aides, Assistants, and LPNs get 22 checks, with their last one on June 30, 2023. **Please be aware this is a 27 pay period year for the 12 month staff, which will result in lower bi-weekly earnings.**

TIME SHEETS: Absolutely MUST be submitted on the dates noted above. Where there are vacations, please send them EARLY whenever possible. TIMEKEEPERS are to turn in Time Sheets on the date specified. Time constraints preclude late submission of Time Sheets.

IMPORTANT: Time Sheets for **NON-FACULTY STAFF MUST BE SENT TO NANCY**
Time Sheets for **FACULTY STAFF MUST BE SENT TO TAMRA** Please do not “mix” together in one envelope.

HOURLY AND DAILY EMPLOYEES PLEASE NOTE: Paychecks include the **ACTUAL TIME WORKED THROUGH THE DATE THE TIME SHEET IS TURNED IN** (see the date at left above).
EXAMPLE: Your check that is DATED February 10, 2023 includes the time worked from January 14 through January 27, 2023. This also holds true for any extra hours worked by salaried employees. There is a 2 week lag on ALL HOURLY WAGES.

TO HAVE YOUR CHECKS MAILED: Employees whose paychecks are REGULARLY MAILED (SUBSTITUTES) are not concerned with this. Employees whose checks are regularly sent to their buildings, and who wish to have them mailed, must provide a STAMPED SELF- ADDRESSED ENVELOPE TO PAYROLL, no later than 4 working days prior to the payday. Checks are mailed the DAY BEFORE payday. **WE ABSOLUTELY DO NOT GUARANTEE DELIVERY THE NEXT DAY BY THE POST OFFICE!!**

PICK UP OF PAYCHECKS: IMPORTANT Checks may only be picked up by the payee whose name appears on the check, unless a **WRITTEN, SIGNED AUTHORIZATION** is received by the Payroll Department or Building Principal in advance of the payday. THERE ARE NO EXCEPTIONS. THIS INCLUDES SPOUSES AND OTHER FAMILY MEMBERS. A TELEPHONE CALL IS NOT ACCEPTABLE.

DELIVERY OF PAYCHECKS: ALL Paychecks will be sent to the respective buildings every payday. If you wish OTHER DISPOSITION of your paycheck (sent to another location) YOU MUST LET US KNOW. WE DO NOT AUTOMATICALLY HOLD PAYCHECKS IF YOU MOVE FROM “DAYS” TO “NIGHTS”, OR IF YOU ARE GOING ON VACATION, ETC. IF YOU WANT YOUR CHECK HANDLED “DIFFERENTLY” IT IS YOUR RESPONSIBILITY TO NOTIFY US.

ABSENCES: Keep in mind that absences on your check stub reflect **TIME TAKEN THROUGH THE DAY THE TIME SHEET IS TURNED IN (A 2 WEEK LAG). ALSO, IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR DAYS, EVEN THOUGH THEY APPEAR ON YOUR STUB. WE TRY HARD NOT TO MAKE ERRORS, BUT THEY CAN OCCUR.** Year round staff, please note: “Days” will not appear for the first few paychecks in the new fiscal year (July/August) because of the lag, and the new days that you earn. This makes it all the more important that you keep track on your own.

TIMEKEEPERS: Please furnish a copy of this schedule to first time substitutes and explain to them when they can expect to receive their first pay. The payroll office receives numerous phone calls from these employees because they did not get the schedule. This helps us, and them. THANKS!!