

PAYROLL SCHEDULE 2023-2024 SCHOOL YEAR

| PAY DATES | DAY | PAYROLL NUMBER | | NOTES | TIME SHEET PERIOD | TIME SHEET |
|------------|-----------|----------------|------|--------------------------------------|--------------------|------------|
| | | 12M | 10 M | | | DEADLINE |
| | | | | | | DATE |
| 7/6/2023 | Thursday | 1 | | | 6/09 - 6/22/2023 | 6/23/2023 |
| 7/20/2023 | Thursday | 2 | | | 6/23 - 7/06/2023 | 7/7/2023 |
| 8/3/2023 | Thursday | 3 | | | 7/07 - 7/20/2023 | 7/21/2023 |
| 8/17/2023 | Thursday | 4 | | | 7/21 - 8/3/2023 | 8/4/2023 |
| 8/31/2023 | Thursday | 5 | | | 8/04 - 8/17/2023 | 8/18/2023 |
| 9/14/2023 | Thursday | 6 | 1 | 1st pay day for 10 month staff | 8/18 - 8/31/2023 | 9/1/2023 |
| 9/28/2023 | Thursday | 7 | 2 | | 9/01 - 9/14/2023 | 9/15/2023 |
| 10/12/2023 | Thursday | 8 | 3 | | 9/15 - 9/28/2023 | 9/29/2023 |
| 10/26/2023 | Thursday | 9 | 4 | | 9/29 - 10/12/2023 | 10/13/2023 |
| 11/9/2023 | Thursday | 10 | 5 | | 10/13 - 10/26/2023 | 10/27/2023 |
| 11/22/2023 | Wednesday | 11 | 6 | Payroll 1 day early due to holiday | 10/27 - 11/09/2023 | 11/10/2023 |
| 12/7/2023 | Thursday | 12 | 7 | | 11/10 - 11/23/2023 | 11/24/2023 |
| 12/21/2023 | Thursday | 13 | 8 | | 11/24 - 12/07/2023 | 12/8/2023 |
| 1/4/2024 | Thursday | 14 | 9 | | 12/08 - 12/21/2023 | 12/22/2023 |
| 1/18/2024 | Thursday | 15 | 10 | | 12/22 - 1/4/2024 | 1/5/2024 |
| 2/1/2024 | Thursday | 16 | 11 | | 1/05 - 1/18/2024 | 1/19/2024 |
| 2/15/2024 | Thursday | 17 | 12 | | 1/19 - 2/1/2024 | 2/2/2024 |
| 2/29/2024 | Thursday | 18 | 13 | | 2/2 - 2/15/2024 | 2/16/2024 |
| 3/14/2024 | Thursday | 19 | 14 | | 2/16 - 2/29/2024 | 3/1/2024 |
| 3/22/2024 | Friday | 20 | 15 | Payroll 4 days early due to holidays | 3/1 - 3/14/2024 | 3/15/2024 |
| 4/11/2024 | Thursday | 21 | 16 | | 3/15 - 3/28/2024 | 3/29/2024 |
| 4/25/2024 | Thursday | 22 | 17 | | 3/29 - 4/11/2024 | 4/12/2024 |
| 5/9/2024 | Thursday | 23 | 18 | | 4/12 - 4/25/2024 | 4/26/2024 |
| 5/23/2024 | Thursday | 24 | 19 | | 4/26 - 5/09/2024 | 5/10/2024 |
| 6/6/2024 | Thursday | 25 | 20 | | 5/10 - 5/23/2024 | 5/24/2024 |
| 6/20/2024 | Thursday | 26 | 21 | TAT balloon payment on 6/20/2024 | 5/24 - 6/06/2024 | 6/7/2024 |
| | | | | | 6/07 - 6/20/2024 | 6/21/2024 |
| | | | | | 6/21 - 6/30/2024 | 6/30/2024 |

Please note the pay stubs are available online at www.wincapweb.com

You will need an ID and a password to use this portal. It was emailed to all staff in January 2022. New staff will get the ID and password around their start date. Should you need assistance, please contact Human Resources Dept at (914) 332-9406

TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY THE TIME SHEET DEADLINE DATE TO ENSURE TIMELY PAYMENTS FOR ALL DIRECT DEPOSIT PARTICIPANTS: Please make note, due to some of the Holiday Schedules there may **NOT** be enough time to process direct deposit. Should that happen, you will be given a **NEGOTIABLE CHECK (hard copy)**. -- You will be notified in advance should this be the case.

YOUR COOPERATION IS ESSENTIAL TO MEET PAYROLL DEADLINES

For Annual Salaried Employees: Should an annual salaried employee leave employment prior to the end of the school year, monies may be owed to the District due to possible prepayment of entitled salary.