

**SCHEDULE OF PAYDAYS – 2024/2025 SCHOOL YEAR - WATERTOWN CITY SCHOOL DISTRICT**

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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 28, 2024	<b>1<sup>st</sup> pay for 12 month salaried staff</b>	Friday, July 12, 2024
2. Friday, July 12, 2024		Friday, July 26, 2024
3. Friday, July 26, 2024		Friday, August 9, 2024
4. Friday, August 9, 2024		Friday, August 23, 2024
5. Friday, August 23, 2024	<b>1<sup>st</sup> Pay - 10 Month Salaried Staff</b>	Friday, September 6, 2024
6. Friday, September 6, 2024		Friday, September 20, 2024
7. Friday, September 20, 2024		Friday, October 4, 2024
8. Friday, October 4, 2024		Friday, October 18, 2024
9. Friday, October 18, 2024		Friday, November 1, 2024
10. Friday, November 1, 2024		Friday, November 15, 2024
11. Friday, November 15, 2024		<b>Wednesday</b> , November 27, 2024
12. <b>Wednesday</b> , November 27, 2024		Friday, December 13, 2024
13. Friday, December 13, 2024		Friday, December 27, 2024
14. Friday, December 27, 2024		Friday, January 10, 2025
15. Friday, January 10, 2025	Friday, January 24, 2025	
16. Friday, January 24, 2025	Friday, February 7, 2025	
17. Friday, February 7, 2025	Friday, February 21, 2025	
18. Friday, February 21, 2025	Friday, March 7, 2025	
19. Friday, March 7, 2025	Friday, March 21, 2025	
20. Friday, March 21, 2025	Friday, April 4, 2025	
21. Friday, April 4, 2025	Friday, April 18, 2025	
22. Friday, April 18, 2025	Friday, May 2, 2025	
23. Friday, May 2, 2025	Friday, May 16, 2025	
24. Friday, May 16, 2025	Friday, May 30, 2025	
25. Friday, May 30, 2025	Friday, June 13, 2025	
26. Friday, June 13, 2025	* <b>Final Pay 10 Month Salaried Staff</b>	Friday, June 27, 2025

Early Pay due to Holiday

\***Final Pay for 12 Month Salaried Staff and Aides, Assistants, LPNs**

1. Friday, June 27, 2025	<b>1<sup>st</sup> pay for 12 Month Salaried Staff</b>	Friday, July 11, 2025
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\*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2024...21 Pays for 10-month instructional and clerical staff, and 26 Pays for 12-month staff. Those 10-month employees who elect the "BIG CHECK" in June will receive this on June 13, 2025. Aides, Assistants, and LPNs get 22 checks, with their last one on June 27, 2025.

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 AUTUMN 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, 2025 includes the time worked from January 11 through January 24, 2025. 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!!**