

Middle Country Central School District Pay Schedule 2024/2025 School Year

Cut Off Date	Payroll Receive Date	Pay Date	Special Pays Included	Notes	Check #	
					12 month Employee	10 month Employee
2024						
Friday, June 28, 2024	Monday, July 01, 2024	Friday, July 5, 2024 ONE WEEK SALARY	A,W, AA, Y		0.5	
		Friday, July 12, 2024 ONE WEEK SALARY	Accrual payroll	*	0.5	
NO TIMESHEETS PROCESSED						
		Friday, July 26, 2024	B,C,D,E,M		2	
Friday, July 12, 2024	Monday, July 15, 2024	Friday, August 9, 2024			3	
Friday, July 26, 2024	Monday, July 29, 2024	Friday, August 23, 2024			4	
Friday, August 09, 2024	Monday, August 12, 2024	Friday, September 6, 2024	G		5	
Friday, August 23, 2024	Monday, August 26, 2024	Friday, September 20, 2024	O	*10 mon. Emp 1st Payroll*	6	1
Friday, September 06, 2024	Monday, September 09, 2024	Friday, October 4, 2024	U		7	2
Friday, September 20, 2024	Monday, September 23, 2024	Friday, October 18, 2024	H, Z,CC		8	3
Friday, October 04, 2024	Monday, October 07, 2024	Friday, November 01, 2024	U		9	4
Friday, October 18, 2024	Monday, October 21, 2021	Friday, November 15, 2024	P		10	5
Friday, November 01, 2024	Monday, November 04, 2024	Friday, November 29, 2024			11	6
Friday, November 15, 2024	Monday, November 18, 2024	Friday, December 13, 2024	F,I, K, Q		12	7
Friday, November 29, 2021	Monday, December 02, 2024	Friday, December 27 2024			13	8
2025						
Friday, December 13, 2024	Monday, December 16, 2024	Friday, January 10, 2025	J,X NO MEDICAL		14	9
Winter Recess- Sheets must be turned in on 12/20(last day of school)		Friday, January 24, 2025			15	10
Friday, January 10, 2025	Monday, January 13, 2025	Friday, February 07, 2025	L,V,R		16	11
Friday, January 24, 2025	Monday, January 27, 2025	Friday, February 21, 2025			17	12
Friday, February 07, 2025	Monday, February 10, 2025	Friday, March 07, 2025			18	13
Mid-Winter Recess- Sheets must be turned in on 2/14(last day of school)		Friday, March 21, 2025	S		19	14
Friday, March 07, 2025	Monday, March 10, 2025	Friday, April 04, 2025	V		20	15
Friday, March 21, 2025	Monday, March 24, 2025	Friday, April 18, 2025	T		21	16
Friday, April 04, 2025	Monday, April 07, 2025	Friday, May 02, 2025			22	17
Spring Recess- Sheets must be turned in on 4/11(last day of school)		Friday, May 16, 2025			23	18
Friday, May 2, 2025	Monday, May 05, 2025	Friday, May30, 2025			24	19
Friday, May 16, 2025	Monday, May 19, 2025	Friday, June 13, 2025	N		25	20
Friday, May 30, 2025	Tuesday, June 02, 2025	Friday, June 27, 2025	X,BB	**	26	21

Special Pays:	Unit(s)	Pay Description
A	Administrators, Unaf. Clerical	Unused Sick/Vac Pay
B	Maint / B&G / Trans / H&C	Terminal Leave Pay
C	Teaching Assistants	Unused Sick Pay
D	Teachers / Administrators	Terminal Leave Pay
E	Teachers	Retirement Incentive
F	Clerical	Unused Sick Pay
G	Teachers	Unused Sick Pay
H	Nurses	Uniform Allowance
I	H&C/B/G / Maint/Nurses/Trans/Aides/Clerical	Unused Sick Pay
J	All Groups	Health Declination Pay
K	Teacher Aides/Teacher Ass't	Lump Longevity Pay
L	Teachers	Half-Steppers Increase
M	Administrators	Retirement Incentive Pay
N	Maint / B&G / Trans / H&C	Lump Longevity Pay
O	Teachers / Coaches	Fall Coaches - High School for 6 checks, Middle School for 5 checks
P	Teachers / Coaches	Early Winter Coaches - Middle School for 5 checks
Q	Teachers / Coaches	Winter Coaches - High School for 6 checks
R	Teachers / Coaches	Late Winter Coaches - Middle School for 5 checks
S	Teachers / Coaches	Spring Coaches - High School for 6 checks
T	Teachers / Coaches	Spring Coaches- Middle School for 5 checks
U	Teachers	Horizontal Advance- Effective 9/1/24
V	Teachers	Horizontal Advance- Effective 2/1/25
W	H&C / Maint / B&G	Unused Vacation Pay
X	Maintenance	Stipend
Y	Clerical	Head Secretary Stipend
Z	Maintenance	Tool Allowance
AA	Clerical, Unaf.	Longevity
BB	Monitor	Unused Sick Pay
CC	All Groups	Co-Currs

Notes:
 * Accrual Payroll - Process prior year Payroll claims, Timesheets and Substitute Sign-In sheets
 ** For contract employees this is the final pay for the school year. If applicable, multi-checks will be issued.

The following conditions must be met in order for payment to be included on the 'Pay Date' indicated above:
 - Period worked has to be no later than the 'Cut Off Date' indicated above, and
 - Paperwork (payroll claims, time sheets, etc.) has to be received by the Payroll Office no later than 12:00pm on the 'Payroll Receive Date' indicated above.