

SCHEDULE OF PAYDAYS – 2021/2022 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 18, 2021	1st pay for 12 month salaried staff; Final pay Aides/Assts/LPNs	Friday, July 2, 2021
2. Friday, July 2, 2021		Friday, July 16, 2021
3. Friday, July 16, 2021		Friday, July 30, 2021
4. Friday, July 30, 2021		Friday, August 13, 2021
5. Friday, August 13, 2021		Friday, August 27, 2021
6. Friday, August 27, 2021	1st Pay - 10 Month Salaried Staff	Friday, September 10, 2021
7. Friday, September 10, 2021		Friday, September 24, 2021
8. Friday, September 24, 2021		Friday, October 8, 2021
9. Friday, October 8, 2021		Friday, October 22, 2021
10. Friday, October 22, 2021		Friday, November 5, 2021
11. Friday, November 5, 2021		Friday, November 19, 2021
12. Friday, November 19, 2021		Friday, December 3, 2021
13. Friday, December 3, 2021		Friday, December 17, 2021
14. Friday, December 17, 2021	Early Pay Day due to Holiday	Thursday, December 30, 2021
15. Thursday, December 30, 2021		Friday, January 14, 2022
16. Friday, January 14, 2022		Friday, January 28, 2022
17. Friday, January 28, 2022		Friday, February 11, 2022
18. Friday, February 11, 2022		Friday, February 25, 2022
19. Friday, February 25, 2022		Friday, March 11, 2022
20. Friday, March 11, 2022		Friday, March 25, 2022
21. Friday, March 25, 2022		Friday, April 8, 2022
22. Friday, April 8, 2022		Friday, April 22, 2022
23. Friday, April 22, 2022		Friday, May 6, 2022
24. Friday, May 6, 2022		Friday, May 20, 2022
25. Friday, May 20, 2022		Friday, June 3, 2022
26. Friday, June 3, 2022	*Final Pay 12 Month Salaried Staff and 10 Month Salaried Staff	Friday, June 17, 2022

1. Friday, June 17, 2022	1st pay for 12 Month Salaried Staff & Final Pay Aides/Assistants & LPNs	Friday, July 1, 2022
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*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2022...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 17, 2022. Aides, Assistants, and LPNs get 22 checks, with their last one on July 1, 2022.

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 11, 2022 includes the time worked from January 15 through January 28, 2022. 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!!**