

**City School District of Albany  
July 1, 2023 to June 30, 2024  
for HOURLY-DAILY-OT work**

Special Pay Dates	# of Pays	PAY DATE	Period Covered (Hrly/Daily/OT)		Service Sheets & Sub Sheets <b>Due to Payroll</b>	submission date other than Wed. prior to Pay date	Record Snow/ Emergency Days used in 2023/2024 year
			<b>From</b>	<b>To</b>			
	26	<b>7/7/2023</b>	-----	-----	-----		
	25	7/21/2023	6/26/2023	7/7/2023	7/12/2023		
	24	8/4/2023	7/8/2023	7/21/2023	7/26/2023		
	23	8/18/2023	7/22/2023	8/4/2023	8/9/2023		
	22	9/1/2023	8/5/2023	8/18/2023	8/23/2023		
	21	9/15/2023	8/19/2023	9/1/2023	9/6/2023		
	20	9/29/2023	9/2/2023	9/15/2023	9/20/2023		
	19	10/13/2023	9/16/2023	9/29/2023	10/4/2023		
	18	10/27/2023	9/30/2023	10/13/2023	10/18/2023		
<b>THURSDAY</b>	17	11/9/2023	10/14/2023	10/27/2023	10/31/2023	<b>TUESDAY</b>	
<b>TUESDAY</b>	16	11/21/2023	10/28/2023	11/9/2023	11/13/2023	<b>MONDAY</b>	
	15	12/8/2023	11/10/2023	11/22/2023	11/29/2023		
<b>FRIDAY</b>	14	12/22/2023	11/23/2023	12/8/2023	12/13/2023		
	13	1/5/2024	12/9/2023	12/22/2023	12/22/2023		
	12	1/19/2024	12/23/2023	1/5/2024	1/10/2024		
	11	2/2/2024	1/6/2024	1/19/2024	1/24/2024		
	10	2/16/2024	1/20/2024	2/2/2024	2/7/2024		
	9	3/1/2024	2/3/2024	2/16/2024	2/16/2024	<b>FRIDAY</b>	
	8	3/15/2024	2/17/2024	3/1/2024	3/6/2024		
<b>THURSDAY</b>	7	3/28/2024	3/2/2024	3/15/2024	3/19/2024	<b>TUESDAY</b>	
	6	4/12/2024	3/16/2024	3/29/2024	3/28/2024	<b>THURSDAY</b>	
	5	4/26/2024	3/30/2024	4/12/2024	4/17/2024		
	4	5/10/2024	4/13/2024	4/26/2024	5/1/2024		
	3	5/24/2024	4/27/2024	5/10/2024	5/15/2024		
	2	6/7/2024	5/11/2024	5/24/2024	5/29/2024		
	1	6/21/2024	5/25/2024	6/7/2024	6/12/2024		
<b>Final hourly/per diem pay</b>							
		6/28/2024	6/8/2024	6/24/2024	<b>6/24/2024</b>		

Please note the following:

The due date for submission of overtime, hourly pay and daily work days to the Payroll Department should follow the schedule listed in the column titled "DUE TO PAYROLL". This date is when the person responsible for submitting the time/service sheets to the Payroll Department must have them complete. The date the paperwork is due to the individual(s) who prepare the time/service sheets will be in advance of this date; and established by the school/department.