

# CITY SCHOOL DISTRICT OF ALBANY

## Payroll Dates 2023-2024 School Year

**IMPORTANT NOTE:** Salaried individuals are not paid for any specific dates each paycheck; your annual salary is simply divided by the number of paycheck options 26 or 21 and paid in equal amounts on the scheduled pay dates. As a result, employees are paid in advance throughout the school year.

Payroll No.	<u>Pay Dates (Fridays unless otherwise noted)</u>		<u>Special Payments</u>
1	July	7	Start 12-month Benefit deductions (health, dental, vision)
2	July	21	APSUE Retiree Sick Leave Payments
3	August	4	
4	August	18	
5	September	1	
6	September	15	<b>First ten-month contractual personnel payroll</b>
7	September	29	Health Insurance Buy-Back; Start 20 pay fiscal year deductions & Start 10-month Benefit deductions (health, dental, vision); Start of 20 calendar year Flex deductions 9/29/23 - 12/22/23; Fall Coaches - first scheduled 50% payment
8	October	13	<b>First ten-month hourly &amp; substitute payroll (see hourly-daily-OT calendar for dates)</b>
9	October	27	Fall Coaches - final scheduled 50% payment
10	November	9	Thursday
11	November	21	Tuesday
12	December	8	
13	December	22	1st half of MTSS/RtI & BCTL Stipends
14	January	5	
15	January	19	Winter Coaches - first scheduled 50% payment
16	February	2	
17	February	16	
18	March	1	Winter Coaches - final scheduled 50% payment
19	March	15	
20	March	28	Thursday Health Insurance Buy-Back
21	April	12	
22	April	26	Spring Coaches - first scheduled 50% payment
23	May	10	
24	May	24	
25	June	7	Spring Coaches - final scheduled 50% payment, 2nd half of MTSS/RtI & BCTL Stipends; Mentor & Club Advisor Stipends
26	June	21	<b>Final regular salaried personnel payroll &amp; Five time multiple payroll</b>
26B	June	28	<b>Final hourly &amp; substitute payroll (all checks/stubs will be mailed)</b>

### DEDUCTIONS:

**All regular pays including multiple:** Retirement system contributions, garnishments and voluntary creditor deductions.

**All regular pays except multiple:** ERS loans (dependent on 10 or 12 months).

**20 consecutive fiscal year pays 9/29 to 06/21:** Union dues, TRS loans, mandatory employee contributions and 10-month premiums for Benefit deductions (health, dental, vision), Vote Cope, certain voluntary creditor deductions (NYSUT), Albany Fund for Education (AFE), and TSA's/403(b) deductions

**Calendar Year Deductions:** Flex account deductions are based on **20 pays in a calendar year between 1/1 and 12/31.**

**FINAL PAYS:** **June 21** is the last fiscal year payday for all salaried employees. Salaried individuals, who are paid in advance to some extent throughout the year, receive their full 2023-2024 salary as of this date although in some cases they are scheduled to work through the end of June, depending upon their position. **June 21** is also the multiple pay date for ten-month salaried employees paid on a 26 pay schedule. **June 28** is the last payday for hourly paid support staff and substitutes.