

2023-2024 Payroll Schedule

First Day of Pay Period	Last Day of Pay Period	Pay Check Date	Payroll #	Insurance Deductions	Bi-Weekly 20 Deductions*	Information
		7/1/2023	0.5			12 month Salaried Employees Only
6/26/2023	7/2/2023	7/7/2023	1			
7/3/2023	7/16/2023	7/21/2023	2			
7/17/2023	7/30/2023	8/4/2023	3			
7/31/2023	8/13/2023	8/18/2023	4			
8/14/2023	8/27/2023	9/1/2023	5			
8/28/2023	9/10/2023	9/15/2023	6/1	X	X	First 10 Month Staff Pay
9/11/2023	9/24/2023	9/29/2023	7/2	X	X	
9/25/2023	10/8/2023	10/13/2023	8/3	X	X	
10/9/2023	10/22/2023	10/27/2023	9/4	X	X	
10/23/2023	11/5/2023	11/10/2023	10/5	X	X	
11/6/2023	11/19/2023	11/24/2023	11/6	X	X	
11/20/2023	12/3/2023	12/8/2023	12/7	X	X	
12/4/2023	12/17/2023	12/22/2023	13/8	X	X	Advisors 1/2 Payment Omni Extra Match (Teachers Contract)
12/18/2023	12/31/2023	1/5/2024	14/9	X	X	Health Insurance Buyout 1/2 Payment
1/1/2024	1/14/2024	1/19/2024	15/10	X	X	Must Sign For Checks
1/15/2024	1/28/2024	2/2/2024	16/11	X		
1/29/2024	2/11/2024	2/16/2024	17/12	X	X	
2/12/2024	2/25/2024	3/1/2024	18/13	X	X	
2/26/2024	3/10/2024	3/15/2024	19/14	X	X	
3/11/2024	3/24/2024	3/29/2024	20/15	X	X	
3/25/2024	4/7/2024	4/12/2024	21/16	X	X	
4/8/2024	4/21/2024	4/26/2024	22/17	X	X	
4/22/2024	5/5/2024	5/10/2024	23/18	X	X	
5/6/2024	5/19/2024	5/24/2024	24/19	X	X	
5/20/2024	6/2/2024	6/7/2024	25/20	X	X	Advisors 1/2 Payment
Multi Check (4 in 1) for 25 pay employee			6/14/2024	No Deductions will be taken		
6/3/2024	YEAR END	6/21/2024	26/21	X	X	Health Insurance Buyout 1/2 Payment
	Clean up	6/28/2024				Clean Up Check

Payroll / Timesheet Requirements

1. All timesheets must be in the payroll mailbox no later than 9:30AM on the Monday of Pay Week.
2. Please report any errors in your check to the Payroll Office as soon as possible.
3. All "extra" checks (Advisor Pay, Insurance Buyout) will be processed the same as your regular pay check, unless a written request is received by the Payroll Office

*** Bi Weekly 20 Deductions are: Dues, Endowment, Scholarship, Vote/Cope, NYSUT Benefit**