

SCHEDULE OF PAYDAYS – 2020/2021 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 19, 2020	1st pay for 12 month salaried staff; Final pay Aides/Assts/LPNs	Thursday, July 2, 2020
2. Thursday, July 2, 2020		Friday, July 17, 2020
3. Friday, July 17, 2020		Friday, July 31, 2020
4. Friday, July 31, 2020		Friday, August 14, 2020
5. Friday, August 14, 2020		Friday, August 28, 2020
6. Friday, August 28, 2020	1st Pay - 10 Month Salaried Staff	Friday, September 11, 2020
7. Friday, September 11, 2020		Friday, September 25, 2020
8. Friday, September 25, 2020		Friday, October 9, 2020
9. Friday, October 9, 2020		Friday, October 23, 2020
10. Friday, October 23, 2020		Friday, November 6, 2020
11. Friday, November 6, 2020		Friday, November 20, 2020
12. Friday, November 20, 2020		Friday, December 4, 2020
13. Friday, December 4, 2020		Friday, December 18, 2020
14. Friday, December 18, 2020	Early Pay Day due to Holiday	Thursday, December 31, 2020
15. Thursday, December 31, 2020		Friday, January 15, 2021
16. Friday, January 15, 2021		Friday, January 29, 2021
17. Friday, January 29, 2021		Friday, February 12, 2021
18. Friday, February 12, 2021		Friday, February 26, 2021
19. Friday, February 26, 2021		Friday, March 12, 2021
20. Friday, March 12, 2021		Friday, March 26, 2021
21. Friday, March 26, 2021		Friday, April 9, 2021
22. Friday, April 9, 2021		Friday, April 23, 2021
23. Friday, April 23, 2021		Friday, May 7, 2021
24. Friday, May 7, 2021		Friday, May 21, 2021
25. Friday, May 21, 2021		Friday, June 4, 2021
26. Friday, June 4, 2021	*Final Pay 12 Month Salaried Staff and 10 Month Salaried Staff	Friday, June 18, 2021

1. Friday, June 18, 2021	1st pay for 12 Month Salaried Staff & Final Pay Aides/Assistants & LPNs	Friday, July 2, 2021
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*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2021 ...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 18, 2021. Aides, Assistants, and LPNs get 22 checks, with their last one on July 2, 2021.

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 12, 2021 includes the time worked from January 16 through January 29, 2021. 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!!**