

BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS

To: All District Employees **except for members of the Teachers Association**

From: Business Office

Re: Payday Schedule for 2016-17

Payroll dates for the 2016-17 school year will be as follows:

July	15	29
	<small>Time sheet dates 6/13-7/3</small>	<small>7/4-7/17</small>
August	15	31
	<small>7/18-8/7</small>	<small>8/8-8/14</small>
September	16*	30
	<small>8/15-8/28</small>	<small>8/29-9/11</small>
October	14	28
	<small>9/12-9/25</small>	<small>9/26-10/9</small>
November	15	30
	<small>10/10-10/23</small>	<small>10/24-11/6</small>
December	15	23
	<small>11/7-11/20</small>	<small>11/21-12/4</small>
January	13	30
	<small>12/5-12/25</small>	<small>12/26-1/15</small>
February	15	28
	<small>1/16-1/29</small>	<small>1/30-2/12</small>
March	15	30
	<small>2/13-2/26</small>	<small>2/27-3/12</small>
April	13	28
	<small>3/13-3/26</small>	<small>3/27-4/9</small>
May	15	30
	<small>4/10-4/23</small>	<small>4/24-5/7</small>
June	15	30
	<small>5/8-5/21</small>	<small>5/22-6/11</small>

September 16th will be the first paycheck for 10 month staff following all contracts **except for the Teachers Association**, followed by regular bimonthly payrolls through June 30th. Please review your check for accuracy (salary, deductions, etc.).

IMPORTANT NOTE: September 16th will also be the first payroll of the fiscal year to include all voluntary deductions.

Please take this into consideration when determining the bimonthly amount deducted for your TSA. IRS rules applicable to TSA's follow a calendar year, however, your salary is based upon a fiscal year and spans two calendar years. Your annual limit will be reached in December and deductions begin again in January.

Coaching

Fall Sports 9/16/16 & 10/28/16

Winter Sports 12/23/16 & 2/15/17

Spring Sports 4/13/16 & 5/30/16