

BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOLS

To: All 12 Month Staff (including Per Diem & Hourly)

From: Business Office

Re: Payday Schedule for 2017-18

Payroll dates for the 2017-18 school year will be as follows:

July	14	28	
	Time sheet dates 6/12-7/2	7/3-7/16	
August	11	25	
	7/17-7/30	7/31-8/13	
September	8	22	
	8/14-8/27	8/28-9/10	
October	6	20	
	9/11-9/24	9/25-10/8	
November	3	17	
	10/9-10/22	10/23-11/5	
December	1	15	28
	11/6-11/19	11/20-12/3	12/4-12/17
January	12	26	
	12/18-12/31	1/1-1/14	
February	9	23	
	1/15-1/28	1/29-2/11	
March	9	23	
	2/12-2/25	2/26-3/11	
April	5	20	
	3/12-3/25	3/26-4/8	
May	4	18	
	4/9-4/22	4/23-5/6	
June	1	15	29
	5/7-5/20	5/21-6/3	6/4-6/17

July 14th will be the first paycheck for 12 month staff followed by regular biweekly payrolls through June 29th. Please review your check for accuracy (salary, deductions, etc.).

IMPORTANT NOTE: *Voluntary deductions will be withheld over 20 paychecks beginning on **September 22nd and ending on **June 15th**.*

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 9/22/17 & 11/3/17

Winter Sports 12/15/17 & 2/9/18

Spring Sports 4/20/18 & 6/1/18