

Sachem Central School District at Holbrook							
Pay Day Schedule for 2011-2012							
Pay Run	Claim Forms Period Covered			Claim Forms Type	Time Sheets Due	Pay Date 2011-2012	
1	06/13/11	THRU	06/26/11		06/28/11	07/15/11	All Non-Faculty Deductions. 07/01/11 will be included in this check *
2	06/27/11	THRU	07/10/11		07/12/11	07/29/11	* All Non-Faculty Deductions
3	07/11/11	THRU	07/24/11		07/26/11	08/12/11	* All Non-Faculty Deductions
4	07/25/11	THRU	08/07/11		08/09/11	08/26/11	* All Non-Faculty Deductions
5	08/08/11	THRU	08/21/11		8/23/11	09/09/11	Deductions for all staff. .6 Faculty Check
6	08/22/11	THRU	09/04/11		09/06/11	09/23/11	
7	09/05/11	THRU	09/18/11		09/20/11	10/07/11	
8	09/19/11	THRU	10/02/11		10/04/11	10/21/11	
9	10/03/11	THRU	10/16/11		10/18/11	11/04/11	
10	10/17/11	THRU	10/30/11		11/01/11	11/18/11	
11	10/31/11	THRU	11/13/11		Mon 11/14/2011	12/02/11	Opt out
12	11/14/11	THRU	11/27/11		11/29/11	12/16/11	
13	11/28/11	THRU	12/11/11	Non-Contractual Only	MON 12/12/11	Friday 12/30/11** ***	3rd Check Treatment / Select deductions, Checks are to be dated 12/30/11 but to be dispersed 12/29/11
14 <	11/28/11	THRU	12/11/11	Contractual	12/12/11	01/13/12	
	12/12/11	THRU	12/25/11	All Staff	12/28/11	01/13/12	
15	12/26/11	THRU	01/08/12		01/10/12	01/27/12	
16	01/09/12	THRU	01/22/12		01/24/12	02/10/12	
17	01/23/12	THRU	02/05/12		02/07/12	02/24/12	
18	02/06/12	THRU	02/19/12		02/21/12	03/09/12	
19	02/20/12	THRU	03/04/12		03/06/12	03/23/12	
20	03/05/12	THRU	03/18/12		03/20/12	04/06/12	Checks are to be dated 4/06/12 but to be dispersed 4/05/12
21	03/19/12	THRU	04/01/12		Mon 4/2/12	04/20/12	
22	04/02/12	THRU	04/15/12		04/17/12	05/04/12	
23	04/16/12	THRU	04/29/12		05/01/12	05/18/12	
24	04/30/12	THRU	05/13/12		05/15/12	06/01/12	Regular Biweekly - 5X Deductions (10 Mo employees)
25	05/14/12	THRU	05/27/12		05/29/12	06/15/12	OPT- OUT
26	-----NO CLAIM FORMS-----				-----	06/22/12	Balance of Contract - FACULTY
27	-----NO CLAIM FORMS-----				-----	06/22/12	Faculty Summer (Multiple) Check
28	05/28/12	THRU	06/10/12		06/12/12	06/29/12	Balance of Contract - NON-FACULTY
**ONLY NON-CONTRACTUAL CLAIM FORMS ARE TO BE SENT TO THE PAYROLL OFFICE. THESE ARE THE ONLY CLAIM FORMS TO BE PAID. ALL OTHERS WILL RECEIVE THEIR REGULAR CONTRACTUAL PAY ONLY.							
***DUE TO THE HOLIDAY RECESS, CHECKS WILL BE AVAILABLE FOR ALL ADMINISTRATORS, TEACHERS, AND SUPPORT STAFF IN THEIR PAY SCHOOLS DURING THE HOURS SET FORTH BY EACH BUILDING ADMINISTRATOR.							
NOTE:							
1. ALL CLAIM FORMS MUST INDICATE NATURE OF WORK OR THE REASON FOR EXTRA COMPENSATION OR OVERTIME AND THE DATES SUCH WORK IS PERFORMED.							
2. Insurance premiums will be deducted TWICE monthly.							
3. AFLAC Cancer policy and Flex Spending deductions will be deducted TWICE monthly for TEN months.							
4. Tax Shelter (403B) amounts will be deducted TWICE monthly and 5 additional times for faculty summer checks.							
5. Home teaching claim forms are due on the TENTH of each succeeding month covered.							
6. Claim forms MUST be submitted as work is performed; claim forms should NOT be held at work locations.							