



2023-2024 PAYROLL CALENDAR

PR	Payroll Check Dates	12	10	Payroll Deductions/Other Pays	Pay Period Covered for Subs/Tutors/Extra
1.	Friday, July 14, 2023	X		CSEA/NR/CAA First Pay and Longevity for 12 month	6/16 - 6/30
2.	Friday, July 28, 2023	X			7/01 - 7/15
3.	Tuesday, August 15, 2023	X			7/16 - 7/30
4.	Wednesday, August 30, 2023	X			7/31 - 8/15
5.	Friday, September 15, 2023	X	X	CSEA/CUT First Pay, Longevity for 10 month CSEA - Deductions begin (20 pays), SAANYS (10 pays), 2023 Flex Spending resumes	8/16 - 8/30
6.	Friday, September 29, 2023	X	X		8/31 - 9/15
7.	Friday, October 13, 2023	X	X		9/16 - 9/30
8.	Monday, October 30, 2023	X	X		10/01 - 10/15
9.	Wednesday, November 15, 2023	X	X	United Way deductions begin (16 pays)	10/16 - 10/30
10.	Thursday, November 30, 2023	X	X		10/31 - 11/15
11.	Friday, December 15, 2023	X	X		11/16 - 11/30
12.	Friday, December 29, 2023	X	X		12/01 - 12/15
13.	Friday, January 12, 2024	X	X	2024 Flex Spending deductions begin	12/16 - 12/30
14.	Tuesday, January 30, 2024	X	X	Extraclassroom Payment #1	12/31 - 1/15
15.	Thursday, February 15, 2024	X	X		1/16 - 1/30
16.	Thursday, February 29, 2024	X	X		1/31 - 2/15
17.	Friday, March 15, 2024	X	X		2/16 - 2/28
18.	Thursday, March 28, 2024	X	X		3/01 - 3/15
19.	Monday, April 15, 2024	X	X		3/16 - 3/30
20.	Tuesday, April 30, 2024	X	X		3/31 - 4/15
21.	Wednesday, May 15, 2024	X	X		4/16 - 4/30
22.	Thursday, May 30, 2024	X	X		5/01 - 5/15
23.	Friday, June 14, 2024	X	X		5/16 - 5/30
24.	Thursday, June 27, 2024	X	X	Extraclassroom Payment #2, Mentor Stipend, Vacation Pay	5/31 - 6/15
	Friday, June 28, 2024	X	X	Final Contractual Balloon Pay	

24 Checks for 12 month employees • 20 or 24 checks for 10 month employees, including CUT

-Curricular Payment method depends on activity and will be specified in the appointment letter.

If you contribute a percentage for your 403B, please discontinue your contributions immediately after the January 12, 2024 and June 14, 2024 paychecks on the OMNI website if you DO NOT want your contributions taken from Stipend pays and Balloon Pays

Please contact the Business Office at payroll@cortlandschools.org or call (607) 758-4122 with questions.