

Sachem Central School District

Pay Day Schedule for 2025-2026

Pay Run	Claim Form Periods Covered			Claim Forms Due to Payroll	Payroll Date	Contractual Pay Notes: Contractual salary is paid up to date
1	6/9/2025	THRU	6/22/2025	Mon. 06/23/25	7/11/2025	
2	6/23/2025	THRU	6/30/2024	Tues. 7/1/2025	7/25/2025	
	7/1/2025	THRU	7/6/2025	7/8/2025		
3	7/7/2025	THRU	7/20/2025	7/22/2025	8/8/2025	
4	7/21/2025	THRU	8/3/2025	8/5/2025	8/22/2025	
5	8/4/2025	THRU	8/17/2025	8/19/2025	9/5/2025	1st pay for 10 mnth contractual empl, Fractional pay, Third check treatment
6	8/18/2025	THRU	8/31/2025	9/2/2025	9/19/2025	
7	9/1/2025	THRU	9/14/2025	9/16/2025	10/3/2025	
8	9/15/2025	THRU	9/28/2025	9/30/2025	10/17/2025	
9	9/29/2025	THRU	10/12/2025	10/14/2025	10/31/2025	
10	10/13/2025	THRU	10/26/2025	10/28/2025	11/14/2025	
11	10/27/2025	THRU	11/9/2025	Wed. 11/12/2025	11/28/2025	
12	11/10/2025	THRU	11/23/2025	Mon. 11/24/2025	12/12/2025	Opt Out Payment
13	11/24/2025	THRU	12/7/2025	12/9/2025	12/26/2025	
14	12/8/2025	THRU	12/21/2025	Mon. 12/22/2025	1/9/2026	Non contractual employee claim forms only
15	12/22/2025	THRU	1/4/2026	1/6/2026	1/23/2026	All claim forms inclusive of prior held claim forms
16	1/5/2026	THRU	1/18/2026	1/20/2026	2/6/2026	
17	1/19/2026	THRU	2/1/2026	2/3/2026	2/20/2026	
18	2/2/2026	THRU	2/15/2026	Wed. 2/18/2026	3/6/2026	
19	2/16/2026	THRU	3/1/2026	3/3/2026	3/20/2026	
20	3/2/2026	THRU	3/15/2026	3/17/2026	4/3/2026	
21	3/16/2026	THRU	3/29/2026	3/31/2026	4/17/2026	
22	3/30/2026	THRU	4/12/2026	4/14/2026	5/1/2026	
23	4/13/2026	THRU	4/26/2026	4/28/2026	5/15/2026	
24	4/27/2026	THRU	5/10/2026	5/12/2026	5/29/2026	Third check treatment
25	5/11/2026	THRU	5/24/2026	5/26/2026	6/12/2026	Opt Out Payment, 5X Deductions for 10 month empl.
26	5/25/2026	THRU	6/7/2026	6/9/2026	6/26/2026	Balance of contract 10 month employees
27	NO CLAIM FORMS TO BE PROCESSED				6/30/2026	Balance of contract 12 mnth empl (no deductions)
1	6/8/2026	THRU	6/21/2026	6/23/2026	1st pay in July	July 2026
2	6/22/2026	THRU	6/30/2026	Mon. 7/1/2026	2nd pay in July	
	7/1/2026		7/5/2026	7/7/2026		

*****All staff are encouraged to go on direct deposit. In the event there is a school closing on a pay date, all live paychecks can be picked up on the next available business day.**

NOTE:

- ALL CLAIM FORMS MUST INDICATE NATURE OF WORK OR THE REASON FOR EXTRA COMPENSATION OR OVERTIME AND THE DATES AND TIME SUCH WORK WAS PERFORMED.
- Claim forms MUST be submitted as work is performed; claim forms should NOT be held at work locations.
- Home teaching claim forms are due monthly.
- Third check treatments consist of the following deductions if applicable: Vote-Cope, NYSUT, all ERS, all TRS, NY College Savings, State Disability, TFCU, United Way, Garnishments, Savings bonds, Cas/Pac, Auto Fringe, Wage Reimbursements, All adjustment codes.
- Insurance premiums, Tax Shelter (403B) and Deferred Compensation (457) plan will be deducted TWICE monthly.
- AFLAC policies and Flex Spending deductions will be deducted TWICE monthly over TEN months.

Memorandum

To: All Staff

From: Jennifer Ayala
Payroll Manager

Date: June 2025

Re: Claim Form Processing and Payment

Guidelines for claim form submission:

- All claim forms must be submitted on the correct fiscal year form and must be filled out **completely** and in permanent ink, no pencil.
- Do not pre-print or photocopy information on the forms.
 - Absolutely **NO** "White-Out" – Draw a single line through any error, initial the correction, and record correct data OR complete a new form.
- Any claim form not on a correct form and/or not filled out correctly, or in its entirety, **will be returned**, resulting in a delay in pay.
 - Only utilize forms issued or approved by Payroll.
 - Payroll will not fill in blanks.
- Claim forms must be filled out by the employee and signed after the duties have been completed.
- All claim forms must have the following:
 - Employee full name.
 - Employee ID - NOT Social Security # (ID# can be found on the employee paystub)
 - Board of Education approval date (if applicable).
 - School/location.
 - Budget code.
 - Pay date.
 - Rate of pay.
 - Appropriate description of duty performed.
 - Calculated totals.
 - Employee signature **with date**.
 - Administrator/Supervisor signature(s) **with date(s)**.
- All claim forms should be submitted by the "due date" immediately following the period the work was completed to ensure timely payment.
 - Employees **MUST NOT** hold claim forms for payment later in the school year. Held claim forms will result in a delay of pay as research must be done to confirm payment has not already been processed. This will not take priority over claim forms submitted on time.

Thank you in advance for your immediate attention to this matter. Should you have any questions, please do not hesitate to contact Payroll at ext.1324.