

# Sachem Central School District

## Pay Day Schedule for 2024-2025

Pay Run	Claim Form Periods Covered			Claim Forms Due to Payroll	Payroll Date	Contractual Pay Notes: Contractual salary is paid up to date
1	6/3/2024	THRU	6/16/2024	6/17/2024	6/28/2024	
2	<b>6/17/2024</b>	THRU	<b>6/30/2024</b>	<b>MON. 07/1/2024</b>	7/12/2024	Non Contractual Employee Claim Forms ONLY
3	<b>6/17/2024</b>		<b>6/30/2024</b>		7/26/2024	Contractual Employee Claim Forms
	7/1/2023	THRU	7/7/2024	7/9/2024		All claim forms
4	7/8/2024	THRU	7/21/2024	7/23/2024	8/9/2024	
5	7/22/2024	THRU	8/4/2024	8/6/2024	8/23/2024	
6	8/5/2024	THRU	8/18/2024	8/20/2024	9/6/2024	Full biweekly 12 month empl, 5 days 10 month empl
7	8/19/2024	THRU	9/1/2024	9/3/2024	9/20/2024	
8	9/2/2024	THRU	9/15/2024	9/17/2024	10/4/2024	
9	9/16/2024	THRU	9/29/2024	10/1/2024	10/18/2024	
10	9/30/2024	THRU	10/13/2024	<b>WED. 10/16/2024</b>	11/1/2024	
11	10/14/2024	THRU	10/27/2024	10/29/2024	11/15/2024	
12	10/28/2024	THRU	11/10/2024	<b>WED. 11/13/2024</b>	11/29/2024	Third check treatment
13	11/11/2024	THRU	11/24/2024	11/26/2024	12/13/2024	Opt Out Payment
14	11/25/2024	THRU	12/8/2024	12/10/2024	12/27/2024	
15	12/9/2024	THRU	12/19/2024	<b>THUR. 12/19/24 12PM</b>	1/10/2025	<u>Non contractual Claim forms only up to 12/19/24.</u>
16	<b>12/20/2024</b>	THRU	<b>12/22/2024</b>	1/7/2025	1/24/2025	All claim forms inclusive of prior held claim forms
	<b>12/23/2024</b>		<b>1/5/2025</b>			
17	1/6/2025	THRU	1/19/2025	<b>WED. 01/22/2025</b>	2/7/2025	
18	1/20/2025	THRU	2/2/2025	2/4/2025	2/21/2025	
19	2/3/2025	THRU	2/16/2025	<b>WED. 2/19/2025</b>	3/7/2025	
20	2/17/2025	THRU	3/2/2025	3/4/2025	3/21/2025	
21	3/3/2025	THRU	3/16/2025	3/18/2025	4/4/2025	
22	3/17/2025	THRU	3/30/2025	4/1/2025	4/18/2025	
23	3/31/2025	THRU	4/13/2025	4/15/2025	5/2/2025	
24	4/14/2025	THRU	4/27/2025	4/29/2025	5/16/2025	
25	4/28/2025	THRU	5/11/2025	5/13/2025	5/30/2025	Third check treatment all employees
26	5/12/2025	THRU	5/25/2025	<b>WED. 5/28/2025</b>	6/13/2025	Opt Out Payment, 5X Deductions for 10 month empl.
27	5/26/2025	THRU	6/8/2025	6/10/2025	6/27/2025	Balance of contract 10 month employees
28	<b>NO CLAIM FORMS TO BE PROCESSED</b>				6/30/2025	Balance of contract 12 month employees (1 Day)
1	<b>6/9/2025</b>	THRU	<b>6/22/2025</b>	<b>MON. 06/23/2025</b>	TBD	July 2025
2	<b>6/23/2025</b>	THRU	<b>6/30/2025</b>	<b>7/1/2025</b>		

**\*\*\*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.