

ITHACA

PAYROLL CALENDAR

2022-2023

Pay Day	
Holidays (# is for 12 mo)	

Paperwork due to	
Payroll	

July				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

First day for 11 month staff - 8/1/22

First day for 10 month staff -
10 Month Clerical 9/1/22
Teachers/Para's 8/30/22

Bus Drivers 8/24/22
Food Service 8/30/22

August				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Coaches PR
Fall 9/16, 11/10
Winter 12/9, 2/3
Spring 4/14, 5/26

January				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

September				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

* Half Pay for Teachers/Paras - 9/2

Ins/Flex/Dues Deductions

First Day - 9/16

Last Day - 6/9

"Free" Days: 7/8; 7/22; 8/5; 8/19; 9/2; 6/23

Annuities

12 Mo Staff - Every Payroll

11 Mo Staff - Begin 8/5 - 6/23

10 Mo Staff - Begin 9/16 - 6/23

March				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

October				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Pink signifies Paid Holidays

April				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

TST CBO-Payroll cut off dates

are highlighted in yellow.

Paperwork received after the cut off will
not be paid on the current payroll.

May				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

*NOTE: Please hand deliver timesheets to Admin.

Building on 12/23. Payroll is closed 12/26-1/2

December				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23*
26	27	28	29	30

6/22 Last day for Students

6/23 Last day for Tchrs/Paras

June				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30