

**PAYROLL**

The pay schedule for the 2006-2007 school year is as follows:

July 14, 28	January 12, 30
August 15, 30	February 15, 28
September 15, 29	March 15, 23
October 13, 30	April 13, 30
November 15, 30	May 15, 30
December 15, 21	June 8 (3 Checks), 29

1) **10 Month Schools:**

Teachers will receive two (2) checks in August, one August 21 and 2<sup>nd</sup>. Check August 30, 2006. In June, teachers will receive the balance of their contract on the last day of school in three (3) checks.

IMC Clerks , Teacher Assistants, interns and tutors will receive their first check on August 21, 2006, for (22) pays. The 2<sup>nd</sup>. check in June will be received on the last working day.

Secretaries will receive their first check on July 15, 2006, for (24) pay periods. The final check will be received on June 30, 2007.

2) **Iroquois:**

Teachers will receive two (2) checks in August, one August 15 and one check August 30. In June, teachers will receive the balance of their contract on the last day of school in (3) checks. NOTE: When inter session lands during pay days ICS Checks will be mailed to their home.

IMC Clerk & Teacher Assistants will receive their first check on August 15, 2006, for (22) pay periods. The 2<sup>nd</sup>. check in June will be received on the last working day.

Secretaries will receive their first check on July 15, 2006, for (24) pay periods. The final check will be received June 30, 2007.

NOTE: 1<sup>st</sup> pay in August ALWAYS will be a CHECK No Direct Deposit

**TIMESHEETS 2006-2007:**

**TIME SHEETS DUE TO THE PRINCIPAL FOR SIGNATURE ON PAYDAY!!**

Timesheets Due To Payroll	Timesheet Dates worked	Payroll Date	Timesheets Due To Payroll	Timesheet Dates worked	Payroll Date
July 5	Jun. 16 – 30	July 14	Jan. 2	Dec. 7 – 31	Jan. 12
July 17	July 1 – 14	July 28	Jan. 16	Jan. 2 – 12	Jan. 30
July 31	July 17 – 28	Aug. 15	Jan. 31	Jan. 16 – 30	Feb. 15
Aug. 16	July 31-Aug. 15	Aug. 30	Feb. 16	Jan. 31 – Feb. 15	Feb. 28
Aug. 31	Aug. 16 – 30	Sept. 15	March 1	Feb. 16 – 28	Mar. 15
Sept. 18	August 31-Sept. 15	Sept. 29	March 16	March 1 – 15	Mar. 23
Oct. 2	Sept. 18 – 29	Oct. 13	April 2	March 16 – 30	Apr. 13
Oct. 16	Oct. 2 – 13	Oct. 30	April 16	April 2 - April 13	Apr. 30
Oct. 31	Oct. 16 – 30	Nov. 15	May 1	April 16 – 30	May 15
Nov. 16	Oct. 31 – Nov. 15	Nov. 30	May 16	May 1 – 15	May 30
Dec. 1	Nov. 16 – 30	Dec. 15	May 31	May 16 – 30	June 8
Dec. 7	Dec. 1 – 6	Dec. 21	June 18	May 31 – June 15	June 29

\* Please note dates are subject to change at holidays and spring break. Check monthly calendar for changes by going to Now Up to Date. Bring it up and go to View, to Business Office Calendar.