



2024-2025 PAYROLL CALENDAR

PR	Payroll Check Dates	12	10	Payroll Deductions/Other Pays	Subs/Tutors/Extra Time Date range covered
1.	Monday, July 15	X		First pay - 12 month staff Longevity for CSEA/NR	6/16 - 6/30
2.	Tuesday, July 30	X			7/01 - 7/15
3.	Thursday, August 15	X			7/16 - 7/30
4.	Friday, August 30	X			7/31 - 8/15
5.	Friday, September 13	X	X	First pay - 10 month staff Longevity for CSEA Deductions (insurance, dues, etc.) (20 pays) CAA - SAANYS Dues (10 pays)	8/16 - 8/30
6.	Monday, September 30	X	X		8/31 - 9/15
7.	Tuesday, October 15	X	X		9/16 - 9/30
8.	Wednesday, October 30	X	X		10/01 - 10/15
9.	Friday, November 15	X	X	United Way (16 pays)	10/16 - 10/30
10.	Friday, November 29	X	X		10/31 - 11/15
11.	Friday, December 13	X	X		11/16 - 11/30
12.	Monday, December 30	X	X		12/01 - 12/15
13.	Wednesday, January 15	X	X	2025 Flex Spending (20 pays)	12/16 - 12/30
14.	Thursday, January 30	X	X	ExtraClassroom Payment #1	12/31 - 1/15
15.	Friday, February 14	X	X		1/16 - 1/30
16.	Friday, February 28	X	X		1/31 - 2/15
17.	Friday, March 14	X	X		2/16 - 2/28
18.	Friday, March 28	X	X		3/01 - 3/15
19.	Tuesday, April 15	X	X		3/16 - 3/30
20.	Wednesday, April 30	X	X		3/31 - 4/15
21.	Thursday, May 15	X	X		4/16 - 4/30
22.	Friday, May 30	X	X		5/01 - 5/15
23.	Friday, June 13	X	X		5/16 - 5/30
24.	Monday, June 30	X	X	Final Contractual Pay and Balloon Pay, ExtraClassroom Payment #2, Mentor Stipend, Vacation Pay	5/31 - 6/15

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

Co-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, 2025 and June 14, 2025 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.