

**City School District of Albany
July 1, 2022 to June 30, 2023
for HOURLY-DAILY-OT work**

Special Pay Dates	# of Pays	PAY DATE	Period Covered (Hrly/Daily/OT)		Service Sheets & Sub Sheets	submission date other than Wed. prior to Pay date	Record Snow/ Emergency Days used in 2022/2023 year
			From	To	Due to Payroll		
	26	7/8/2022	-----	-----	-----		
	25	7/22/2022	6/28/2022	7/8/2022	7/13/2022		
	24	8/5/2022	7/9/2022	7/22/2022	7/27/2022		
	23	8/19/2022	7/23/2022	8/5/2022	8/10/2022		
	22	9/2/2022	8/6/2022	8/19/2022	8/24/2022		
	21	9/16/2022	8/20/2022	9/2/2022	9/7/2022		
	20	9/30/2022	9/3/2022	9/16/2022	9/21/2022		
	19	10/14/2022	9/17/2022	9/30/2022	10/4/2022	TUESDAY	
	18	10/28/2022	10/1/2022	10/14/2022	10/19/2022		
THURSDAY	17	11/10/2022	10/15/2022	10/28/2022	11/1/2022	TUESDAY	
WEDNESDAY	16	11/23/2022	10/29/2022	11/10/2022	11/14/2022	MONDAY	
	15	12/9/2022	11/11/2022	11/23/2022	11/30/2022		
THURSDAY	14	12/22/2022	11/24/2022	12/9/2022	12/13/2022	TUESDAY	
	13	1/6/2023	12/10/2022	12/22/2022	12/22/2022	THURSDAY	
	12	1/20/2023	12/23/2022	1/6/2023	1/11/2023		
	11	2/3/2023	1/7/2023	1/20/2023	1/25/2023		
	10	2/17/2023	1/21/2023	2/3/2023	2/8/2023		
	9	3/3/2023	2/4/2023	2/17/2023	2/17/2023	FRIDAY	
	8	3/17/2023	2/18/2023	3/3/2023	3/8/2023		
	7	3/31/2023	3/4/2023	3/17/2023	3/22/2023		
FRIDAY (Recess Wk)	6	4/14/2023	3/18/2023	3/31/2023	4/3/2023	MONDAY	
	5	4/28/2023	4/1/2023	4/14/2023	4/19/2023		
	4	5/12/2023	4/15/2023	4/28/2023	5/3/2023		
	3	5/26/2023	4/29/2023	5/12/2023	5/17/2023		
	2	6/9/2023	5/13/2023	5/26/2023	5/31/2023		
	1	6/23/2023	5/27/2023	6/9/2023	6/14/2023		
Final hourly/per diem pay							
		6/30/2023	6/10/2023	6/26/2023	6/26/2023		

Please note the following:

The due date for submission of overtime, hourly pay and daily work days to the Payroll Department should follow the schedule listed in the column titled "DUE TO PAYROLL". This date is when the person responsible for submitting the time/service sheets to the Payroll Department must have them complete. The date the paperwork is due to the individual(s) who prepare the time/service sheets will be in advance of this date; and established by the school/department.