

**City School District of Albany
July 1, 2021 to June 30, 2022
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 2021/2022 year
			From	To	Due to Payroll		
	26	7/9/2021	-----	-----	-----		
	25	7/23/2021	6/28/2021	7/9/2021	7/14/2021		
	24	8/6/2021	7/10/2021	7/23/2021	7/28/2021		
	23	8/20/2021	7/24/2021	8/6/2021	8/11/2021		
	22	9/3/2021	8/7/2021	8/20/2021	8/25/2021		
	21	9/17/2021	8/21/2021	9/3/2021	9/8/2021		
	20	10/1/2021	9/4/2021	9/17/2021	9/22/2021		
	19	10/15/2021	9/18/2021	10/1/2021	10/6/2021		
	18	10/29/2021	10/2/2021	10/15/2021	10/20/2021		
	17	11/12/2021	10/16/2021	10/29/2021	11/3/2021		
WEDNESDAY	16	11/24/2021	10/30/2021	11/12/2021	11/15/2021	MONDAY	
	15	12/10/2021	11/13/2021	11/24/2021	12/1/2021		
WEDNESDAY	14	12/22/2021	11/25/2021	12/10/2021	12/13/2021	MONDAY	
	13	1/7/2022	12/11/2021	12/22/2021	12/22/2021	WEDNESDAY	
	12	1/21/2022	12/23/2021	1/7/2022	1/12/2022		
	11	2/4/2022	1/8/2022	1/21/2022	1/26/2022		
	10	2/18/2022	1/22/2022	2/4/2022	2/9/2022		
	9	3/4/2022	2/5/2022	2/18/2022	2/18/2022	FRIDAY	
	8	3/18/2022	2/19/2022	3/4/2022	3/9/2022		
	7	4/1/2022	3/5/2022	3/18/2022	3/23/2022		
	6	4/15/2022	3/19/2022	4/1/2022	4/6/2022		
	5	4/29/2022	4/2/2022	4/15/2022	4/14/2022	THURSDAY	
	4	5/13/2022	4/16/2022	4/29/2022	5/4/2022		
	3	5/27/2022	4/30/2022	5/13/2022	5/17/2022	TUESDAY	
	2	6/10/2022	5/14/2022	5/27/2022	6/1/2022		
	1	6/24/2022	5/28/2022	6/10/2022	6/15/2022		
Final hourly/per diem pay							
		6/30/2022	6/11/2022	6/27/2022	6/27/2022		

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.