

Eastport-South Manor Central School District

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Superintendent of Schools



ADAM FRANKEL
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TIM LAUBE
Assistant Superintendent for Business & Operations

LINDA ANNE WEISS
Assistant Superintendent for Personnel & Student Services

TO: All Staff

FROM: Tim Laube, Assistant Superintendent for Business and Operations

DATE: June 1, 2021

RE: 2020/21 Year-End Payroll and 2021/2022 Payroll Calendar

2020/2021 Year-End Payroll Check Distribution Schedule

- Teachers, Nurses, and 10-month Administrators will receive their final year-end paystub on Friday, 6/25/21.
- Teaching Assistants, Clerical Staff, Custodians, Confidentials, Athletic Trainer and Administrators will receive their final year-end paystub on Wednesday, 6/30/21.
- Teacher Aides, Substitute Custodians and Per Diem employees will receive a biweekly paystub on Friday, 6/25/21, and their final year-end paystub on Friday, 7/09/21.
- Overtime and extra pay requests for 5/28 thru 6/30 will be paid on Friday, 7/09/21.

Extra Pay Requests—IMPORTANT!

- Please submit all Extra Pay Requests to the Business Office as soon as possible. All 10-month employees who will be working the last week in June must submit their extra pay requests no later than Thursday, 7/1/21.

2021/2022 Payroll Calendar (separate attachment)

Please note the following with regard to the Payroll Calendar for the period July 1, 2021 through June 30, 2022:

- Teaching Assistants shall be annualized over **23.5** pays and placed on a two-week lag pursuant to Article 13 Section 3 of their contract.
- Teachers and Nurses will have the option of being paid over **21.5 or 26.5** pays as per their respective contracts.
- Clerical, Custodial, and Confidential employees and Administrators will be paid over **26.1** pays.