

OFFICE OF DIRECTOR OF BUSINESS SERVICES

Board of Education

22 Liberty Street

Meriden, Connecticut

MEMO To: ALL BUILDING ADMINISTRATORS**FROM: Donna Carnot**

September 1, 2021

RE: Payment of Athletic and Extra-Curricular Activities

Payment for the above-mentioned activities will be processed four (4) times yearly.

The following payroll dates have been established:

PAYROLLS

- November 10*/12 All Fall Sports - Payrolls must be submitted by October 29th, and the checks will be issued on November 10*/12.
- January 20/21 Extra-Curricular Activities- (Midyear pay) Payrolls must be submitted by January 7th, and the checks will be issued on January 20/21.
- March 17/18 Winter Sports - The payroll must be submitted by March 4th; and the checks will be issued on March 17/18.
- May 12/13 Spring Sports/Extra-Curricular Activities - Payrolls must be submitted by April 29th; and the checks will be issued on May 12/13.

Please be certain to institute procedures to ensure that no staff member is omitted from a payroll on a given date.

Please contact the Business Office if there are any questions.

*Due before holiday