

OFFICE OF DIRECTOR OF BUSINESS SERVICES

Board of Education

22 Liberty Street

Meriden, Connecticut

MEMO To: ALL BUILDING ADMINISTRATORS

FROM: Donna Carnot

September 1, 2022

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 17/18 | <u>All Fall Sports</u> - Payrolls must be submitted by November 4 th , and the checks will be issued on November 17/18. |
| January 26/27 | <u>Extra-Curricular Activities</u> - (Midyear pay) Payrolls must be submitted by January 13 th , and the checks will be issued on January 26/27. |
| March 23/24 | <u>Winter Sports</u> - The payroll must be submitted by March 10 th ; and the checks will be issued on March 23/24 |
| May 18/19 | <u>Spring Sports/Extra-Curricular Activities</u> - Payrolls must be submitted by May 5 th ; and the checks will be issued on May 18/19. |

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