

Marcellus Central School District
2021-2022 Payroll Schedule

The 2021-2022 payroll schedule is listed below. We have provided relevant pay dates, start and stop times for various deductions, and guidelines for holidays and emergency closing dates. Please take some time to review the schedule and contact us with questions. *Please note that on certain pay dates, identified in the attached schedule, all checks will be mailed without exception.* In addition, if school is closed due to inclement weather, checks will be held in the Business Office until 10:00 am, and then mailed without exception. **To avoid concerns with paycheck delivery to your home, please consider signing up for direct deposit.**

12 Month Number	10 Month Number	10 Month MFA Number	Date	Withholdings	Special Notes
1	-	-	7/9/2021	Standard Only	
2	-	-	7/23/2021	Standard Only	
3	-	-	8/6/2021	Standard Only	
4	-	-	8/20/2021	Standard Only	
5	-	1	9/3/2021	Standard Only	
6	1	2	9/17/2021	Standard Only	
7	2	3	10/1/2021	Standard & Other	Other Withholdings Begin
8	3	4	10/15/2021	Standard & Other	
9	4	5	10/29/2021	Standard & Other	Excess Life Ins Withholding, No TRS Loan
10	5	6	11/12/2021	Standard & Other	
11	6	7	11/26/2021	Standard & Other	ALL MAILED
12	7	8	12/10/2021	Standard & Other	
13	8	9	12/24/2021	Standard & Other	ALL MAILED
14	9	10	1/7/2022	Standard & Other	
15	10	11	1/21/2022	Standard & Other	
16	11	12	2/4/2022	Standard & Other	
17	12	13	2/18/2022	Standard & Other	
18	13	14	3/4/2022	Standard & Other	
19	14	15	3/18/2022	Standard & Other	
20	15	16	4/1/2022	Standard & Other	
21	16	17	4/15/2022	Standard & Other	ALL MAILED
22	17	18	4/29/2022	Standard & Other	
23	18	19	5/13/2022	Standard & Other	
24	19	20	5/27/2022	Standard & Other	
25	20	21	6/10/2022	Standard & Other	
26	21	22	6/24/2022	Standard & Other	Other Withholdings End

Payments for 26 Check Option will be issued on June 23, 2022

Standard Only (No 403b)

Standard Withholdings

FICA, Medicare, Federal Tax, State Tax, ERS/TRS Loans/Contributions (if applicable), and 403(b)/TSA

Other Withholdings

Health/Dental Insurance, Union Dues, NYSUT Benefits, Flexible Spending Accounts

If school is closed due to inclement weather, checks will be held in the Business Office until 10:00 am, and then mailed without exception. To avoid concerns with delivery of your pay check, please consider signing up for direct deposit.

Coaching Pay Schedule

PLEASE NOTE: These checks must be actual checks and cannot be direct deposited.

Sep 24, 2021	Fall Sports, Pay #1	Feb 11, 2022	JV/Var Winter Sports, Pay #2
Oct 22, 2021	Fall Sports, Pay #2	Feb 25, 2022	Mod 2 Winter Sports, Pay #2
Nov 19, 2021	Mod 1 Winter Sports, Pay #1	Apr 22, 2022	Spring Sports, Pay #1
Dec 17, 2021	JV/Var Winter Sports, Pay #1	May 20, 2022	Spring Sports, Pay #2
	Mod 1 Winter Sports, Pay #2		
Jan 28, 2022	Mod 2 Winter Sports, Pay #1		

Payments for Health Insurance Opt-Out, Co-Curricular Activities and Content Specialists

Payments for co-curricular activities and content specialists will be paid on December 3, 2021 and June 3, 2022. Payments for "Health" Insurance Opt-Out will be June 3, 2022. **PLEASE NOTE:** These checks must be actual checks and cannot be direct deposited.

Important Notes

- Long-Term Substitutes are required to submit a time sheet for the duration of their appointment, including days worked beyond their 30th day. This will ensure that no overpayments occur.
- You are eligible to participate in the District's 403(b) tax deferred retirement plan. Please view a video at www.403bwhyme.com for more information, or go to The Omni Group's web site at www.omni403b.com.

Life Insurance

Mutual of Omaha Life Insurance Policy. Each employee working 20+ hrs/week is eligible for and required to participate in our group life insurance. The value of the insurance is 200% of your annual salary. Please make sure the designated primary beneficiaries and contingent beneficiaries you've listed on your policy are up to date. If you are unsure, please contact Stephanie Donovan at x2141.

NYS ERS and NYS TRS Life Insurance Policies. This is an excellent time to also review the beneficiaries listed with your NYS Employees Retirement System membership and/or your NYS Teachers Retirement System membership. Beneficiary Designation Forms can be found on the NYS ERS (www.osc.state.ny.us) and NYS TRS (www.NYStrs.org) websites. Bear in mind, both of the NYS Retirement systems require their forms to be notarized and submitted directly to them at the address listed on each of their corresponding forms.