Payroll Calendar 2024-2025

ACTIVITY	DESCRIPTION	COMPLETION DATE
Courses developed	Necessary for Staffing	November/December
Prepare Payroll Timeline	Review steps for PR development	January
Update Tax Tables	Import new tax tables from IRS in CY	January prior to 1st PR
Calendar to Board/Staff	Internal calendar	January 22/23
Open NY Payroll in Ascender	Open up NY PR in order to input PR	February
Begin work on raises	Establish % increases based on CY Will need est. revenue projections	February
Review returning and leaving EE's	Determine number of positions Needed and vacant positions	March
Obtain Approved NY School Calendar	Will need NY Calendar to set up in Ascender NY Payroll	March
Provide Board with estimated NY PR $	Give board options at board budget training	March
Continue to make adjustments in NY	Make necessary adjustments to Staff job descriptions etc.	Ongoing
Determine Federal staffing	Identify staff to be coded to federal	April
Obtain Stipend updates	Review and obtain board approval	April/May
Obtain Board approval for NY Compensation	Board approval for final numbers	April/May
Determine payoffs for retiring personnel	Calculate last paycheck info	May
Determine that all staff have correct PR codes	Prior to finalizing NY PR	May
Import (Roll) NY Payroll into Budget	Merge NY budget and NY payroll	May 16, 2024
Provide board with updated NY PR numbers	Provide updated salary costs	May 20, 2024
Update Leave balances prior to year-end	For ea 10 mo, 11 mo, 12 mo As they end	June, Jul, Aug
Provide staff with workday calendars	For each 10 mo, 11 mo, 12 mo	July 12, 2024
Provide staff with salary information sheets	For each 10 mo, 11 mo, 12 mo	July 12, 2024
Import new payroll deductions	FBS provides new insurance/deducts	September 5, 2024
Staff to verify deductions	With the September payroll, staff To verify their own payroll deductions	September 25, 2024