

Kenneth R. Freeston, Ph.D.
Superintendent of Schools

Barbara Briganti
Assistant Superintendent for
Business Administration

To: All Employees

From: Barbara Briganti
Assistant Superintendent for Business

Date: January, 2018

Re: Additional Work Payroll Process

When processing your time sheets for additional work please remember the following:

1. ALL timesheets need to be completed and submitted to the payroll department within the pay period the work was performed. This includes, but is not limited to:
 - Chaperoning
 - Tutoring
 - Overtime
 - Substitute (custodial, clerical, etc.)
2. Separate checks are not issued for chaperoning, coaching, extra-curricular work etc. You will still be able to track your additional work on your pay stub, as this will continue to be listed separately.
3. If you wish to change your withholdings please submit a new W-4 and NY IT-2104. You must allow 30 days for the change to take effect. To change your withholdings back, please remember to submit a new W-4 and NY IT-2104.

Please remember to promptly submit ALL timesheets to ensure timely payments.

Your cooperation is greatly appreciated.