



IRVINGTON PUBLIC SCHOOLS
Office of the Assistant Superintendent for Business/
Board Secretary

Reggie Lamptey, CPA
*Assistant Superintendent for Business/
Board Secretary*

One University Place, 4th Fl Irvington, New Jersey 07111
(973) 399-6800 x 2120 (973) 399-6855 fax

To: All District Supervisors, Directors, and Administrators

From: Reggie Lamptey, CPA *RL*
Assistant Superintendent for Business/Board Secretary

Date: June 27, 2022

****SUBJECT TO CHANGE****

Summer School Payroll Schedule 2022-2023

<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
July 15, 2022	July 7, 2022	July 1 – July 6
July 29, 2022	July 21, 2022	July 7 – July 20
August 15, 2022	August 5, 2022	July 21– August 5
August 31, 2022	August 9, 2022	August 8-9 (Promotional & Credit Rec)

Regular Payroll Schedule 2022-2023

July 15, 2022	July 7, 2022	June 16 – June 30
July 29, 2022	July 21, 2022	July 1 – July 15
August 15, 2022	August 5, 2022	July 16 – July 31
August 31, 2022	August 17, 2022	August 1 – August 15
September 15, 2022	September 2, 2022	August 16 – August 31
September 30, 2022	September 20, 2022	September 1 – September 15
October 14, 2022	October 4, 2022	September 16 – September 30
October 31, 2022	October 18, 2022	October 1 – October 15
November 15, 2022	November 2, 2022	October 16 – October 31
November 30, 2022	November 17, 2022	November 1 – November 15
December 15, 2022	December 5, 2022	November 16 – November 30
December 23, 2022	December 16, 2022	December 1 – December 15



IRVINGTON PUBLIC SCHOOLS
Office of the Assistant Superintendent for Business/
Board Secretary

Reggie Lamptey, CPA
*Assistant Superintendent for Business/
Board Secretary*

One University Place, 4th Fl Irvington, New Jersey 07111
(973) 399-6800 x 2120 (973) 399-6855 fax

****SUBJECT TO CHANGE****

<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
January 13, 2023	January 3, 2023	December 16 – December 31
January 31, 2023	January 19, 2023	January 1 – January 15
February 15, 2023	February 3, 2023	January 16 – January 31
February 28, 2023	February 17, 2023	February 1 – February 15
March 15, 2023	March 3, 2023	February 16 – February 28
March 31, 2023	March 20, 2023	March 1 – March 15
April 14, 2023	April 4, 2023	March 16 – March 31
April 28, 2023	April 18, 2023	April 1 – April 15
May 15, 2023	May 3, 2023	April 16 – April 30
May 31, 2023	May 18, 2023	May 1 – May 15
June 15, 2023	June 5, 2023	May 16 – May 31
June 22, 2023	June 16, 2023	June 1 – June 15 (Teachers, Bldg. Sub)
June 30, 2023	June 16, 2023	June 1 – June 15 (All other employees)
June 30, 2023	June 22, 2023	June 16 – June 22 (Teacher's Supplemental Pay, Substitute Teachers, Lunch-Aides, etc.)

- *Payroll Data must be submitted to the Payroll Department (payroll@irvington.k12.nj.us) no later than the end of the business day.*
- *Any item submitted after the deadline will be processed the following pay period.*
- *All overtime hours submitted must have the approved overtime form attached.*
- *Supplementals should consist of the following:*

Proof of attendance/sign in sheets, individual timesheets, board approval, summary sheet (FUND 15)

Proof of attendance/sign in sheets, individual timesheets, board approval, summary sheet, student attendance, activity log (FUND 20 GOVERNMENT PROGRAM FUNDS)