



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

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

One University Place, 4<sup>th</sup> 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 *RJLA*  
Assistant Superintendent for Business/Board Secretary

Date: July 11, 2023 (REVISED)

**\*\*SUBJECT TO CHANGE\*\***

Summer School Payroll Schedule 2023-2024

<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
July 14, 2023	July 7, 2023	July 1 – July 6
July 31, 2023	July 21, 2023	July 7 – July 20
August 15, 2023	August 7, 2023	July 21– August 4
August 31, 2023	August 9, 2023	August 7-8 (Promotional & Credit Rec)

Regular Payroll Schedule 2023-2024

July 14, 2023	July 7, 2023	June 16 – June 30
July 31, 2023	July 21, 2023	July 1 – July 15
August 15, 2023	August 7, 2023	July 16 – July 31
August 31, 2023	August 18, 2023	August 1 – August 15
September 15, 2023	September 6, 2023	August 16 – August 31
September 29, 2023	September 19, 2023	September 1 – September 15
October 13, 2023	October 3, 2023	September 16 – September 30
October 31, 2023	October 18, 2023	October 1 – October 15
November 15, 2023	November 2, 2023	October 16 – October 31
November 30, 2023	November 16, 2023	November 1 – November 15
December 15, 2023	December 5, 2023	November 16 – November 30
December 22, 2023	December 18, 2023	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, 4<sup>th</sup> 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 12, 2024	January 3, 2024	December 16 – December 31
January 31, 2024	January 18, 2024	January 1 – January 15
February 15, 2024	February 5, 2024	January 16 – January 31
February 29, 2024	February 20, 2024	February 1 – February 15
March 15, 2024	March 5, 2024	February 16 – February 29
March 28, 2024	March 19, 2024	March 1 – March 15
April 15, 2024	April 3, 2024	March 16 – March 31
April 30, 2024	April 17, 2024	April 1 – April 15
May 15, 2024	May 2, 2024	April 16 – April 30
May 31, 2024	May 20, 2024	May 1 – May 15
June 13, 2024	June 4, 2024	May 16 – May 31
June 19, 2024	June 17, 2024	June 1 – June 15 (Teachers, Bldg Sub)
June 28, 2024	June 17, 2024	June 1 – June 15 (All other employees)
June 28, 2024	June 19, 2024	June 16 – June 19 (Teacher's Supplemental Pay, Substitute Teachers, Lunch-Aides, etc.)

- Payroll Data must be submitted to the Payroll Department ([payroll@irvington.k12.nj.us](mailto: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)

OA/FL