



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 Fax (973) 399-6855

To: All District Supervisors, Directors, and Administrators

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

Date: July 23, 2024 (Revised)

****SUBJECT TO CHANGE****

Summer School Payroll Schedule 2024-2025

<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
July 15, 2024	July 8, 2024	July 8
July 31, 2024	July 19, 2024	July 9 – July 18
August 15, 2024	August 7, 2024	July 19– August 5
August 30, 2024	August 12, 2024	August 6-9 (All Summer Programs)

Regular Payroll Schedule 2024-2025

July 15, 2024	July 8, 2024	June 16 – June 30
July 31, 2024	July 19, 2024	July 1 – July 15
August 15, 2024	August 7, 2024	July 16 – July 31
August 30, 2024	August 21, 2024	August 1 – August 15
September 13, 2024	September 5, 2024	August 16 – August 31
September 30, 2024	September 18, 2024	September 1 – September 15
October 15, 2024	October 3, 2024	September 16 – September 30
October 31, 2024	October 18, 2024	October 1 – October 15
November 15, 2024	October 31, 2024	October 16 – October 31
November 27, 2024	November 15, 2024	November 1 – November 15
December 13, 2024	December 4, 2024	November 16 – November 30
December 23, 2024	December 13, 2024	December 1 – December 15



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<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
January 15, 2025	January 3, 2025	December 16 – December 31
January 31, 2025	January 17, 2025	January 1 – January 15
February 14, 2025	February 5, 2025	January 16 – January 31
February 28, 2025	February 20, 2025	February 1 – February 15
March 14, 2025	March 4, 2025	February 16 – February 28
March 28, 2025	March 18, 2025	March 1 – March 15
April 15, 2025	April 3, 2025	March 16 – March 31
April 30, 2025	April 17, 2025	April 1 – April 15
May 15, 2025	May 2, 2025	April 16 – April 30
May 30, 2025	May 19, 2025	May 1 – May 15
June 13, 2025	June 3, 2025	May 16 – May 31
June 18, 2025	June 13, 2025	June 1 – June 15 (Teachers, Bldg Sub)
June 30, 2025	June 13, 2025	June 1 – June 15 (All other employees)
June 30, 2025	June 18, 2025	June 16 – June 18 (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)