ROCHESTER CITY SCHOOL DISTRICT
2022-2023 PAYROLL SCHEDULE

LAG PAID EMPLOYEES: (C12) Civil Service 12 mos, (C11) Civil Service 11 mos, (C10) Civil Service 10 mos, (CSS) Other Hrly Civil Service, (THP) Hrly Tchr, (TSP) Sub Tchr.

PAID TO DATE EMPLOYEES: (T22) Teacher 22 pays, (T12) Administrator 12 mos, (T11) Administrator 11 mos, (CPD) Civil Service Salaried

PAY PERIOD	PAY DATE Friday unless otherwise noted	(LAG) PAY PERIOD	(PAID TO DATE) PAY PERIOD	TIME ENTRY DEADLINE Friday unless otherwise noted *4:00 PM*	APPROVAL PERIOD Closes on end date @ *4:00 PM*
1	07/01/22	06/05/22 - 06/18/22	06/19/22 - 07/02/22	**6/16/22 R**	**6/17/22 F** - 06/21/22
2	07/15/22	06/19/22 - 07/02/22	07/03/22 - 07/16/22	**6/30/22 R**	7/1/2022 F - 07/05/22
3	07/29/22	07/03/22 - 07/16/22	07/17/22 - 07/30/22	07/15/22	07/18/22 - 07/19/22
4	08/12/22	07/17/22 - 07/30/22	07/31/22 - 08/13/22	07/29/22	08/01/22 - 08/02/22
5	08/26/22	07/31/22 - 08/13/22	08/14/22 - 08/27/22	08/12/22	08/15/22 - 08/16/22
6	09/09/22	08/14/22 - 08/27/22	08/28/22 - 09/10/22	08/26/22	08/29/22 - 08/30/22
7	09/23/22	08/28/22 - 09/10/22	09/11/22 - 09/24/22	09/09/22	09/12/22 - 09/13/22
8	10/07/22	09/11/22 - 09/24/22	09/25/22 - 10/08/22	09/23/22	09/26/22 - 09/27/22
9	10/21/22	09/25/22 - 10/08/22	10/09/22 - 10/22/22	**10/6/22 R**	**10/7/22 F** - 10/11/22
10	11/04/22	10/09/22 - 10/22/22	10/23/22 - 11/05/22	10/21/22	10/24/22 - 10/25/22
11	11/18/22	10/23/22 - 11/05/22	11/06/22 - 11/19/22	11/04/22	11/07/22 - 11/08/22
12	12/02/22	11/06/22 - 11/19/22	11/20/22 - 12/03/22	**11/16/22 W**	**11/17/22 R** - **11/18/22 F**
13	12/16/22	11/20/22 - 12/03/22	12/04/22 - 12/17/22	12/02/22	12/05/22 - 12/06/22
14	12/30/22	12/04/22 - 12/17/22	12/18/22 - 12/31/22	**12/14/22 W**	**12/15/22 R** - **12/16/22 F**
15	01/13/23	12/18/22 - 12/31/22	01/01/23 - 01/14/23	**12/29/22 R**	**12/30/22 F** - 01/03/23
16	01/27/23	01/01/23 - 01/14/23	01/15/23 - 01/28/23	**1/12/23 R**	**1/13/23 F** - 01/17/23
17	02/10/23	01/15/23 - 01/28/23	01/29/23 - 02/11/23	01/27/23	01/30/23 - 01/31/23
18	02/24/23	01/29/23 - 02/11/23	02/12/23 - 02/25/23	02/10/23	02/13/23 - 02/14/23
19	03/10/23	02/12/23 - 02/25/23	02/26/23 - 03/11/23	02/24/23	02/27/23 - 02/28/23
20	03/24/23	02/26/23 - 03/11/23	03/12/23 - 03/25/23	03/10/23	03/13/23 - 03/14/23
21	**4/6/23 R**	03/12/23 - 03/25/23	03/26/23 - 04/08/23	03/24/23	03/27/23 - 03/28/23
22	04/21/23	03/26/23 - 04/08/23	04/09/23 - 04/22/23	**4/6/23 R**	04/10/23 - 04/11/23
23	05/05/23	04/09/23 - 04/22/23	04/23/23 - 05/06/23	04/21/23	04/24/23 - 04/25/23
24	05/19/23	04/23/23 - 05/06/23	05/07/23 - 05/20/23	05/05/23	05/08/23 - 05/09/23
25	06/02/23	05/07/23 - 05/20/23	05/21/23 - 06/03/23	05/19/23	05/22/23 - 05/23/23
26	06/16/23	05/21/23 - 06/03/23	06/04/23 - 06/17/23	06/02/23	06/05/23 - 06/06/23
27	06/30/23	06/04/23 - 06/17/23	06/18/23 - 07/01/23	**6/15/23 R**	**6/16/23 F** - 06/20/23
1	07/14/23	06/18/23 - 07/01/23	07/02/23 - 07/15/23	**6/29/23 R**	**6/30/23 F** - **7/3/23 M**
2	07/28/23	07/02/23 - 07/15/23	07/16/23 - 07/29/23	07/14/23	07/17/23 - 07/18/23
3	08/11/23	07/16/23 - 07/29/23	07/30/23 - 08/12/23	07/28/23	07/31/23 - 08/01/23
4	08/25/23	07/30/23 - 08/12/23	08/13/23 - 08/26/23	08/11/23	08/14/23 - 08/15/23
5	09/08/23	08/13/23 - 08/26/23	08/27/23 - 09/09/23	08/25/23	08/28/23 - 08/29/23

Payroll Reporting Guidance:

Time Entry Deadline: Applies to LAG employee time worked and ***Other pay requests*** for ALL employees (including Paid To Date). Note: items received after this date will be processed for the following pay period.

Other Pay Requests (ALL employees): Includes but not limited to:
- Absences
- Direct Deposits
- 403(b) SRA's (OMNI Group)
- 457 Plan (NYSDCP)
- Tuition Reimbursement
- Federal and/or State tax withholding
- Vacation Cash-In
- Stipends

MANAGERS, APPROVERS & TIMEKEEPERS
Prior Period Time Reporting: Timekeepers and Approvers/Managers have access during the Approval Period dates to enter time up to (2) prior payroll periods and the current payroll being processed. Therefore, Payroll will only accept manual timesheets for time being reported prior to this window.

Time Administration Processes: During the approval period a pre-scheduled Time Administration process runs daily at 5:40 AM and 12:00 PM. The process takes approximately (3) hours to complete. Please refrain from approving time or making change while this process is running.

Payroll Department contact information: Email: Payroll@RCSDK12.org   Phone: (585)262-8243 Civil Servie and (585)262-8265 Teacher and Administrators