



RENSSELAER-COLUMBIA-GREENE COUNTIES  
2023-2024 Payroll Schedule

**12-MONTH EMPLOYEES**

<b>PAY PERIOD START</b>		<b>PAY PERIOD END</b>	<b>PAY DAY</b>
June 29	-	July 12	July 12
July 13	-	July 26	July 26
July 27	-	August 9	August 9
August 10	-	August 23	August 23
August 24	-	September 6	September 6
September 7	-	September 20	September 20
September 21	-	October 4	October 4
October 5	-	October 18	October 18
October 19	-	November 1	November 1
November 2	-	November 15	November 15
November 16	-	November 29	November 29
November 30	-	December 13	December 13
December 14	-	December 27	December 27
December 28	-	January 10	January 10
January 11	-	January 24	January 24
January 25	-	February 7	February 7
February 8	-	February 21	February 21
February 22	-	March 6	March 6
March 7	-	March 20	March 20
March 21	-	April 3	April 3
April 4	-	April 17	April 17
April 18	-	May 1	May 1
May 2	-	May 15	May 15
May 16	-	May 29	May 29
May 30	-	June 12	June 12
June 13	-	June 26	June 26
June 27	-	July 10	July – TBD

- To align the pay schedule with 10-month employees and avoid prepayment of salary, the July 12, 2023 payment will be prorated for actual days worked (8 days) at 80% of a full bi-weekly salary. The June 26, 2024 pay date will be 120% of a full bi-weekly salary. The remaining pay dates will be consistent (10 days) at 100% of a full bi-weekly salary.
- The third pay of the month, November 29, 2023 and May 29, 2024 payrolls, will not include certain voluntary deductions such as health insurance, 403(b), 457(b), union dues, and any other voluntary deductions.

If you have questions or concerns, please contact the Payroll Department:

[payroll@questar.org](mailto:payroll@questar.org) (518) 479-6859

The first payroll in July 2024 is subject to administrative approval for the 2024-2025 school year.

This is to be determined and announced in the Spring of 2024.



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**10-MONTH EMPLOYEES**

<u>MONTH</u>	<u>FIRST PAY DATE</u>	<u>SECOND PAY DATE</u>	<u>THIRD PAY DATE TWICE PER SCHOOL YEAR</u>
September	6*	20	
October	4	18	
November	1	15	29
December	13	27	
January	10	24	
February	7	21	
March	6	20	
April	3	17	
May	1	15	29
June	12	26*	

- \* To avoid the prepayment of salary, the September 6, 2023 payment will be prorated for actual days worked (2 days) at 20% of a full biweekly salary. The remaining 80% will be distributed evenly among the remaining payrolls. The June 26, 2024 payment will be 100% of a full biweekly salary.
- \* The first pay in September and the third pay in May, (September 6, 2023 and May 29, 2024), will not include certain voluntary deductions such as health insurance, 403(b), 457(b), union dues, and any other voluntary deductions.

Please note that 10-Month employees who chose the 26-payment option will also receive 4/26<sup>ths</sup> of their annual pay (multi-check) on June 26, 2024.

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**HOURLY/DAILY EMPLOYEES, SUBSTITUTES, ELEVATIONS, OVERTIME**

If using a paper timesheet, please use the most up-to-date form in the Staff section of the Questar website under Forms: <https://www.questar.org/infocenter/human-resources/forms/>.

- \* When working over 6 hours, you are required to take/indicate at least a half-hour lunch.
- \* Please be sure to have dates and times entered for each day that you worked.
- \* Substitutes: Please indicate whom you were subbing for and indicate the AESOP job number.

Completed, APPROVED timesheets must be submitted in accordance with the following schedule:

<b>PAY PERIOD START</b>	<b>PAY PERIOD END</b>	<b>DEADLINE TO PAYROLL DEPARTMENT</b>	<b>PAY DAY</b>
June 15, 2023	- June 28	July 3	July 12
June 29	- July 12	July 14	July 26
July 13	- July 26	July 28	August 9
July 27	- August 9	August 11	August 23
August 10	- August 23	August 25	September 6
August 24	- September 6	September 8	September 20
September 7	- September 20	September 22	October 4
September 21	- October 4	October 6	October 18
October 5	- October 18	October 20	November 1
October 19	- November 1	November 3	November 15
November 2	- November 15	November 17	November 29
November 16	- November 29	December 1	December 13
November 30	- December 13	December 15	December 27
December 14	- December 27	December 29	January 10
December 28	- January 10	January 12	January 24
January 11	- January 24	January 26	February 7
January 25	- February 7	February 9	February 21
February 8	- February 21	February 23	March 6
February 22	- March 6	March 8	March 20
March 7	- March 20	March 22	April 3
March 21	- April 3	April 5	April 17
April 4	- April 17	April 19	May 1
April 18	- May 1	May 3	May 15
May 2	- May 15	May 17	May 29
May 16	- May 29	May 31	June 12
May 30	- June 12	June 14	June 26
June 14	- June 30, 2024	July – TBD	July – TBD

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