



RENSSELAER-COLUMBIA-GREENE COUNTIES
2024-2025 Payroll Schedule

12-MONTH EMPLOYEES

PAY PERIOD START		PAY PERIOD END	PAY DAY
July 1	-	July 3	July 3
July 4	-	July 17	July 17
July 18	-	July 31	July 31
August 1	-	August 14	August 14
August 15	-	August 28	August 28
August 29	-	September 11	September 11
September 12	-	September 25	September 25
September 26	-	October 9	October 9
October 10	-	October 23	October 23
October 24	-	November 6	November 6
November 7	-	November 20	November 20
November 21	-	December 4	December 4
December 5	-	December 18	December 18
December 19	-	January 1	January 1
January 2	-	January 15	January 15
January 16	-	January 29	January 29
January 30	-	February 12	February 12
February 13	-	February 26	February 26
February 27	-	March 12	March 12
March 13	-	March 26	March 26
March 27	-	April 9	April 9
April 10	-	April 23	April 23
April 24	-	May 7	May 7
May 8	-	May 21	May 21
May 22	-	June 4	June 4
June 5	-	June 18	June 18
June 19	-	June 30	June 30

- There will be 27 payrolls, we are adding a small payroll on July 3, 2024 and the payment will be prorated for actual days worked (3 days) at 30% of a full bi-weekly salary. The June 30, 2025 pay date will be 70% of a full bi-weekly salary. The remaining pay dates will be consistent (10 days) at 100% of a full bi-weekly salary.
- The first two pays of the fiscal year, July 3 and July 17, 2024 payrolls, and the last payroll of the year, June 30, 2025 will not include certain voluntary deductions such as health insurance, 403(b), 457(b), union dues, and any other voluntary deductions. (Exception: FSA deductions will start the second pay in September and be taken 24 consecutive payrolls.)

If you have questions or concerns, please contact the Payroll Department: payroll@questar.org (518) 479-6859



RENSSELAER-COLUMBIA-GREENE COUNTIES
2024-2025 Payroll Schedule

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	11*	25	
October	9	23	
November	6	20	
December	4	18	31
January	15	28	
February	12	26	
March	12	26	
April	9	23	
May	7	21	
June	4	18	30*

- * The first pay in September and the last pay in June, (September 11, 2024 and June 30, 2025), 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 4/26th of their annual pay (multi-check) on June 30, 2025.



RENSSELAER-COLUMBIA-GREENE COUNTIES
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HOURLY/DAILY EMPLOYEES, SUBSTITUTES, ELEVATIONS, OVERTIME

All employees are required to submit timesheets through wincap web. To submit/approve timesheets log in to <https://wincapweb.com/>

- * 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.

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

PAY PERIOD START	PAY PERIOD END	DEADLINE TO PAYROLL DEPARTMENT	PAY DAY
June 14, 2024	- July 3	July 5	July 17
July 4	- July 17	July 19	July 31
July 18	- July 31	August 2	August 14
August 1	- August 14	August 16	August 28
August 15	- August 28	August 30	September 11
August 29	- September 11	September 13	September 25
September 12	- September 25	September 27	October 9
September 26	- October 9	October 11	October 23
October 10	- October 23	October 25	November 6
October 24	- November 6	November 8	November 20
November 7	- November 20	November 22	December 4
November 21	- December 4	December 6	December 18
December 5	- December 18	December 20	December 31
December 19	- January 1	January 3	January 15
January 2	- January 15	January 17	January 28
January 16	- January 29	January 31	February 12
January 30	- February 12	February 14	February 26
February 13	- February 26	February 28	March 12
February 27	- March 12	March 14	March 26
March 13	- March 26	March 28	April 9
March 27	- April 9	April 11	April 23
April 10	- April 23	April 25	May 7
April 24	- May 7	May 9	May 21
May 8	- May 21	May 23	June 4
May 22	- June 4	June 6	June 18
June 5	- June 18	June 20	June 30
June 19	- June 30, 2025	July – TBD	July – TBD

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