



RENSSELAER-COLUMBIA-GREENE COUNTIES  
2025-2026 Payroll Schedule

**12-MONTH EMPLOYEES**

<b>PAY PERIOD START</b>		<b>PAY PERIOD END</b>	<b>PAY DAY</b>
July 1, 2025	-	July 2	<b>July 2*</b>
July 3	-	July 16	July 16
July 17	-	July 30	July 30
July 31	-	August 13	August 13
August 14	-	August 27	August 27
August 28	-	September 10	September 10
September 11	-	September 24	September 24
September 25	-	October 8	October 8
October 9	-	October 22	October 22
October 23	-	November 5	November 5
November 6	-	November 19	November 19
November 20	-	December 3	December 3
December 4	-	December 17	December 17
December 18	-	December 31	December 31
January 1, 2026	-	January 14	January 14
January 15	-	January 28	January 28
January 29	-	February 11	February 11
February 12	-	February 25	February 25
February 26	-	March 11	March 11
March 12	-	March 25	March 25
March 26	-	April 8	April 8
April 9	-	April 22	April 22
April 23	-	May 6	May 6
May 7	-	May 20	May 20
May 21	-	June 3	June 3
June 4	-	June 17	June 17
June 18	-	June 30	<b>June 30**</b>

- There will be 27 payrolls for the 2025-26 School Year
- \* The **July 2<sup>nd</sup> 2025 paycheck will be prorated for actual days worked at 2 days\***.
- \*\*The **June 30<sup>th</sup> 2026 pay date will be prorated for actual days worked at 9 days\***.
- All remaining pays will be consistent 10 days(100%) of biweekly salary
- The first two pays, July 2 and July 16, 2025 payrolls, and the last pay, June 30, 2026 will not include certain voluntary deduction 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 through August.*

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



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**10-MONTH EMPLOYEES**

MONTH	FIRST PAY DATE	SECOND PAY DATE	THIRD PAY DATE
September	10*	24	
October	8	22	
November	5	19	
December	3	17	31
January	14	28	
February	11	25	
March	11	25	
April	8	22	
May	6	20	
June	3	17	30*

- \* The first pay in September and the last pay in June, (September 10, 2025, and June 30, 2026), 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>th</sup> of their annual pay on June 30, 2026.

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

All employees are required to submit timesheets through Win Cap 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:

<b>PAY PERIOD START</b>	<b>PAY PERIOD END</b>	<b>DEADLINE TO PAYROLL DEPARTMENT</b>	<b>PAY DAY</b>
June 19, 2025	- July 2	July 4	July 16
July 3	- July 16	July 18	July 30
July 17	- July 30	August 1	August 13
July 31	- August 13	August 15	August 27
August 14	- August 27	August 29	September 10
August 28	- September 10	September 12	September 24
September 11	- September 24	September 26	October 8
September 25	- October 8	October 10	October 22
October 9	- October 22	October 24	November 5
October 23	- November 5	November 7	November 19
November 6	- November 19	November 21	December 3
November 20	- December 3	December 5	December 17
December 4	- December 17	December 19	December 31
December 18	- December 31	January 2	January 14
January 1, 2026	- January 14	January 16	January 28
January 15	- January 28	January 30	February 11
January 29	- February 11	February 13	February 25
February 12	- February 25	February 27	March 11
February 26	- March 11	March 13	March 25
March 12	- March 25	March 27	April 8
March 26	- April 8	April 10	April 22
April 9	- April 22	April 24	May 6
April 23	- May 6	May 8	May 20
May 7	- May 20	May 22	June 3
May 21	- June 3	June 5	June 17
June 4	- June 17	June 19	June 30
June 18	- June 30, 2025	July – TBD	July – TBD

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