

2024-2025 Payroll Schedule

First Day of Pay Period	Last Day of Pay Period	Pay Check Date	Payroll #	Insurance Deductions	Bi-Weekly 20 Deductions*	Information
6/17/2024	6/30/2024	7/5/2024	1			
7/1/2024	7/14/2024	7/19/2024	2			
7/15/2024	7/28/2024	8/2/2024	3			
7/29/2024	8/11/2024	8/16/2024	4			
8/12/2024	8/25/2024	8/30/2024	5			
8/26/2024	9/8/2024	9/13/2024	6/1	X	X	First 10 Month Staff Pay
9/9/2024	9/22/2024	9/27/2024	7/2	X	X	
9/23/2024	10/6/2024	10/11/2024	8/3	X	X	
10/7/2024	10/20/2024	10/25/2024	9/4	X	X	
10/21/2024	11/3/2024	11/8/2024	10/5	X	X	
11/4/2024	11/17/2024	11/22/2024	11/6	X	X	
11/18/2024	12/1/2024	12/6/2024	12/7	X	X	
12/2/2024	12/15/2024	12/20/2024	13/8	X	X	Advisors 1/2 Payment Omni Extra Match (Teachers Contract)
12/16/2024	12/29/2024	1/3/2025	14/9	X	X	
12/30/2024	1/12/2025	1/17/2025	15/10	X	X	Health Insurance Buyout 1/2 Payment
1/13/2025	1/26/2025	1/31/2025	16/11	X	X	Must Sign For Checks
1/27/2025	2/9/2025	2/14/2025	17/12	X		
2/10/2025	2/23/2025	2/28/2025	18/13	X	X	
2/24/2025	3/9/2025	3/14/2025	19/14	X	X	
3/10/2025	3/23/2025	3/28/2025	20/15	X	X	
3/24/2025	4/6/2025	4/11/2025	21/16	X	X	
4/7/2025	4/20/2025	4/25/2025	22/17	X	X	
4/21/2025	5/4/2025	5/9/2025	23/18	X	X	
5/5/2025	5/18/2025	5/23/2025	24/19	X	X	
5/19/2025	6/1/2025	6/6/2025	25/20	X	X	Advisors 1/2 Payment
Multi Check (4 in 1) for 25 pay employee			6/13/2025	No Deductions will be taken		
6/2/2025	YEAR END	6/20/2025	26/21	X	X	Health Insurance Buyout 1/2 Payment
	Clean up	6/27/2025				Clean Up Check

Payroll / Timesheet Requirements

1. All timesheets must be in the payroll mailbox no later than 9:30AM on the Monday of Pay Week.
2. Please report any errors in your check to the Payroll Office as soon as possible.
3. All "extra" checks (Advisor Pay, Insurance Buyout) will be processed the same as your regular pay check, unless a written request is received by the Payroll Office

*** Bi Weekly 20 Deductions are: Dues, Endowment, Scholarship, Vote/Cope, NYSUT Benefit**