

# PAYROLL SCHEDULE 2024-2025 SCHOOL YEAR

PAY DATES	DAY	PAYROLL NUMBER		NOTES	TIME SHEET PERIOD	TIME SHEET
		12M	10 M			DEADLINE
						DATE
7/3/2024	Wednesday	1			6/07 - 6/20/2024	6/21/2024
7/18/2024	Thursday	2			6/21 - 7/04/2024	7/5/2024
8/1/2024	Thursday	3			7/05 - 7/18/2024	7/19/2024
8/15/2024	Thursday	4			7/19 - 8/1/2024	8/2/2024
8/29/2024	Thursday	5			8/02 - 8/15/2024	8/16/2024
9/12/2024	Thursday	6	1	1st pay day for 10 months staff	8/16 - 8/29/2024	8/30/2024
9/26/2024	Thursday	7	2		8/30 - 9/12/2024	9/13/2024
10/10/2024	Thursday	8	3		9/13 - 9/26/2024	9/27/2024
10/24/2024	Thursday	9	4		9/27 - 10/10/2024	10/11/2024
11/7/2024	Thursday	10	5		10/11 - 10/24/2024	10/25/2024
11/21/2024	Thursday	11	6		10/25 - 11/07/2024	11/8/2024
12/5/2024	Thursday	12	7		11/08 - 11/21/2024	11/22/2024
12/19/2024	Thursday	13	8		11/22 - 12/05/2024	12/6/2024
1/2/2025	Thursday	14	9		12/06 - 12/19/2024	12/20/2024
1/16/2025	Thursday	15	10		12/20 - 1/2/2025	1/3/2025
1/30/2025	Thursday	16	11		1/03 - 1/16/2025	1/17/2025
2/13/2025	Thursday	17	12		1/17 - 1/30/2025	1/31/2025
2/27/2025	Thursday	18	13		1/31 - 2/13/2025	2/14/2025
3/13/2025	Thursday	19	14		2/14 - 2/27/2025	2/28/2025
3/27/2025	Thursday	20	15		2/28 - 3/13/2025	3/14/2025
4/10/2025	Thursday	21	16		3/14 - 3/27/2025	3/28/2025
4/24/2025	Thursday	22	17		3/28 - 4/10/2025	4/11/2025
5/8/2025	Thursday	23	18		4/11 - 4/24/2025	4/25/2025
5/22/2025	Thursday	24	19		4/25 - 5/08/2025	5/9/2025
6/5/2025	Thursday	25	20		5/09 - 5/22/2025	5/23/2025
6/18/2025	Wednesday	26	21	TAT balloon payment on 6/18/2025	5/23 - 6/05/2025	6/6/2025
					6/06 - 6/19/2025	6/20/2025
					6/20 - 6/30/2025	6/30/2025

Please note the pay stubs are available online at [www.wincapweb.com](http://www.wincapweb.com)  
 You will need an ID and a password to use this portal. It was emailed to all staff in January 2022. New staff will get the ID and password around their start date. Should you need assistance, please contact Human Resources Dept at (914) 332-9406

**TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY THE TIME SHEET DEADLINE DATE TO ENSURE TIMELY PAYMENTS FOR ALL DIRECT DEPOSIT PARTICIPANTS:** Please make note, due to some of the Holiday Schedules there may **NOT** be enough time to process direct deposit. Should that happen, you will be given a **NEGOTIABLE CHECK (hard copy)**. -- You will be notified in advance should this be the case.

**YOUR COOPERATION IS ESSENTIAL TO MEET PAYROLL DEADLINES**

**For Annual Salaried Employees:** Should an annual salaried employee leave employment prior to the end of the school year, monies may be owed to the District due to possible prepayment of entitled salary.