



Genesee Education Consultant Services

**GENESEE EDUCATION CONSULTANT SERVICES, INC.  
2024-2025 PAYROLL SCHEDULE**

PAY #	FROM MONDAY	THROUGH SUNDAY	PAY DATE	TIMESHEET DUE	
1	6/10/2024	6/23/2024	7/3/2024	6/24/2024	Quarter 3
2	6/24/2024	7/7/2024	7/18/2024	7/8/2024	
3	7/8/2024	7/21/2024	8/1/2024	7/22/2024	
4	7/22/2024	8/4/2024	8/15/2024	8/5/2024	
5	8/5/2024	8/18/2024	8/30/2024	8/19/2024	
6	8/19/2024	9/1/2024	9/13/2024	9/2/2024	
7	9/2/2024	9/15/2024	9/27/2024	9/16/2024	
8	9/16/2024	9/29/2024	10/11/2024	9/30/2024	Quarter 4
9	9/30/2024	10/13/2024	10/25/2024	10/14/2024	
10	10/14/2024	10/27/2024	11/8/2024	10/28/2024	
11	10/28/2024	11/10/2024	11/22/2024	11/11/2024	
12	11/11/2024	11/24/2024	12/6/2024	11/25/2024	
13	11/25/2024	12/8/2024	12/20/2024	12/9/2024	
14	12/9/2024	12/22/2024	1/3/2025	12/23/2024	Quarter 1
15	12/23/2024	1/5/2025	1/17/2025	1/6/2025	
16	1/6/2025	1/19/2025	1/31/2025	1/20/2025	
17	1/20/2025	2/2/2025	2/14/2025	2/3/2025	
18	2/3/2025	2/16/2025	2/28/2025	2/17/2025	
19	2/17/2025	3/2/2025	3/14/2025	3/3/2025	
20	3/3/2025	3/16/2025	3/28/2025	3/17/2025	
21	3/17/2025	3/30/2025	4/11/2025	3/31/2025	Quarter 2
22	3/31/2025	4/13/2025	4/25/2025	4/14/2025	
23	4/14/2025	4/27/2025	5/9/2025	4/28/2025	
24	4/28/2025	5/11/2025	5/23/2025	5/12/2025	
25	5/12/2025	5/25/2025	6/6/2025	5/26/2025	
26	5/26/2025	6/8/2025	6/20/2025	6/9/2025	
1	6/9/2025	6/22/2025	7/4/2025	6/23/2025	
2	6/23/2025	7/6/2025	7/18/2025	7/7/2025	

**NOTE:** Employees must submit their Bi-weekly timesheets to their Site Coordinator or Payroll Secretary (whomever is their 1st level of approval) on the last Friday of the payroll period to ensure payment on the coinciding pay date. Otherwise, *payment for that period will occur on the next pay date* (as long as 1st level submission is by the last Friday of that payroll period). Site Coordinators need to submit Bi-weekly Timesheets to Payroll secretaries by the Monday after the payroll period ends and Payroll Secretaries need to submit them to *GECS payroll no later than the Tuesday after the payroll period ends.*