

Rensselaer City School District Business Office

Reference Page

Kelsey Reed – School Business Official kreed@rcsd.k12.ny.us

Salman Pervez – Treasurer spervez@rcsd.k12.ny.us

Theresa Stasack – Health Insurance Benefits Manager/Property Manager tstasack@rcsd.k12.ny.us

Linda Phillips – Sr. Account Clerk – Payroll payroll@rcsd.k12.ny.us

Alaina Shilstone – Sr. Account Clerk – Accounts Payable accountspayable@rcsd.k12.ny.us

Salary & Hourly Staff

- Pay day is every other Friday, pay schedule may be found [here](#).
 - While credit unions may deposit your check on Thursday, when scheduling your personal automatic payments, please keep in mind that Friday is the pay day.
 - Direct Deposit is a district requirement.
- Your paystub and attendance balances can be found on WinCap Web.
 - You will receive an invitation via email to set up WinCap Web.
 - Access paycheck information under “Employee Self-Service”
- New Hire paperwork which includes tax forms, payroll deductions forms, bank account forms and ERS & TRS applications, may be found on our website under “[Employment](#)”
- For any time adjustments or additional pay items (period coverages, chaperoning, tutoring, etc.) please reach out to your Supervisor’s Administrative Assistant.
- All Workers Compensation Claims are to be reported **immediately** to both the Nurse’s Office and the Business Office.
- To change bank account information:
 - In the “New Hire Paperwork” there is a bank account form you may fill out. Complete that form and hand in to Linda Phillips.

Hourly Employees

- Clock in and out for each work day, including out and in for your 30 min lunch break. This is a requirement.
- For CSEA applications, reach out to Michael Guarini, CSEA Union President – mguarini@rcsd.k12.ny.us
- Contact your supervisor’s administrative assistant for time clock instructions.
- Hourly Employees accrue time monthly.

Time Off

- For any time off requests, a “[Time Off Request Form](#)” must be filled out and given to your Supervisor’s Administrative Assistant. You may also locate this for on our website (District- Forms – Staff Forms).
- Please note that documentation is required for cancer screenings, jury duty and bereavement requests.
- Please reference your respective union contract for any additional, more specific information pertaining to time off.

Conferences

- If planning to attend a conference, please first ensure the conference accepts purchase orders.
 - Fill out a “Conference Request Form”; it may be found [here](#) or on our website.
 - This form must be signed by your supervisor and the Superintendent. Do not register until you receive the approved form via email. This form must be filled out at least 4 weeks in advance if not lodging. If lodging is necessary, the form must be filled out 6 weeks prior to the conference.
- Review ALL instructions on the form before submitting to your supervisor for approval and complete both pages.
 - If you have any questions, please contact Alaina Shilstone, ashilstone@rcsd.k12.ny.us.
- If you are using your personal vehicle to travel to the conference, a “[Travel Request Form](#)” must be completed and a Google Maps showing the miles driven to and from the conference must be attached. Submit toll receipts if applicable.
- Any applicable conference requests that include mileage, lodging and/or per diem require additional purchase orders.

Any additional questions may be directed as follows:

- ❖ Payroll questions may be directed to Linda Phillips, lphillips@rcsd.k12.ny.us
- ❖ Accounts Payable questions may be directed to Alaina Shilstone, ashilstone@rcsd.k12.ny.us
- ❖ Health Insurance questions may be directed to Theresa Stasack, tstasack@rcsd.k12.ny.us
- ❖ All other questions may be directed to businessoffice@rcsd.k12.ny.us