



## HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2024-2025

Reminder: It is very important that you follow this calendar closely to ensure that your time sheet is processed on time. Late time sheets will not be processed and it will result in a delay in receiving payment for that particular pay period. Please remember that a late time sheet does not guarantee a salary advance and you may have to wait for another two weeks to receive payment. NOTE: This schedule is subject to change based on the directives of the Office of the State Comptroller.

	PAY PERIOD	TIME SHEETS DUE IN PAYROLL	STATE PAY DATE
09	06/02/24 - 06/15/24	Monday, June 17, 2024	07/11/24
10	06/16/24 - 06/29/24	Monday, July 1, 2024	07/25/24
11	06/30/24 - 07/13/24	Monday, July 15, 2024	08/08/24
12	07/14/24 - 07/27/24	Monday, July 29, 2024	08/22/24
13	07/28/24 - 08/10/24	Monday, August 12, 2024	09/05/24
14	08/11/24 - 08/24/24	Monday, August 26, 2024	09/19/24
15	08/25/24 - 09/07/24	Monday, September 9, 2024	10/03/24
16	09/08/24 - 09/21/24	Monday, September 23, 2024	10/17/24
17	09/22/24 - 10/05/24	Monday, October 7, 2024	10/31/24
18	10/06/24 - 10/19/24	Monday, October 21, 2024	11/14/24
19	10/20/24 - 11/02/24	Monday, November 4, 2024	11/28/24
20	11/03/24 - 11/16/24	Monday, November 18, 2024	12/12/24
21	11/17/24 - 11/30/24	Monday, December 2, 2024	12/26/24
22	12/01/24 - 12/14/24	Monday, December 16, 2024	01/09/25
23	12/15/24 - 12/28/24	Monday, December 30, 2024	01/23/25
24	12/29/24 - 01/11/25	Monday, January 13, 2025	02/06/25
25	01/12/25 - 01/25/25	Monday, January 27, 2025	02/20/25
26	01/26/25 - 02/08/25	Monday February 10, 2025	03/06/25
01	02/09/25 - 02/22/25	Monday, February 24, 2025	03/20/25
02	02/23/25 - 03/08/25	Monday, March 10, 2025	04/03/25
03	03/09/25 - 03/22/25	Monday, March 24, 2025	04/17/25
04	03/23/25 - 04/05/25	Monday, April 7, 2025	05/01/25
05	04/06/25 - 04/19/25	Monday, April 21, 2025	05/15/25
06	04/20/25 - 05/03/25	Monday, May 5, 2025	05/29/25
07	05/04/25 - 05/17/25	Monday, May 19, 2025	06/12/25
08	05/18/25 - 05/31/25	Monday, June 2, 2025	06/26/25
09	06/01/25 - 06/14/25	Monday, June 16, 2025	07/10/25