

BIWEEKLY TIME SHEET SUBMISSION SCHEDULE

PAYROLL	From	To	T/S DUE	HOURLY CHECK DATE
PERIOD	SUNDAY	SATURDAY	MONDAY*	THURSDAY
14	February 25, 2024	March 9, 2024	March 11, 2024	April 4, 2024
15	March 10, 2024	March 23, 2024	March 25, 2024	April 18, 2024
16	March 24, 2024	April 6, 2024	April 8, 2024	May 2, 2024
17	April 7, 2024	April 20, 2024	April 22, 2024	May 16, 2024
18	April 21, 2024	May 4, 2024	May 6, 2024	May 30, 2024
19	May 5, 2024	May 18, 2024	May 20, 2024	June 13, 2024
20	May 19, 2024	June 1, 2024	June 3, 2024	June 27, 2024
21	June 2, 2024	June 15, 2024	June 17, 2024	July 11, 2024
22	June 16, 2024	June 29, 2024	July 1, 2024	July 25, 2024
23	June 30, 2024	July 13, 2024	July 15, 2024	August 8, 2024
24	July 14, 2024	July 27, 2024	July 29, 2024	August 22, 2024
25	July 28, 2024	August 10, 2024	August 12, 2024	September 5, 2024
26	August 11, 2024	August 24, 2024	August 26, 2024	September 19, 2024

In some cases, a request for early submission may occur due to a holiday or mandated by the Office of State Comptroller

**Timesheets will be due on Tuesday if Monday is a holiday*