

BIWEEKLY TIME SHEET SUBMISSION SCHEDULE

For all HEO Series, Classified and hourly employees due to the rigid time requirement involving the processing of the State Payroll, there cannot be any deviation from this Payroll Schedule detailed below.

<i>PAYROLL PERIOD</i>	<i>From SUNDAY</i>	<i>To SATURDAY</i>	<i>T/S DUE MONDAY*</i>	<i>HOURLY CHECK DATE THURSDAY</i>
1	March 4, 2018	March 17, 2018	March 19, 2018	April 12, 2018
2	March 18, 2018	March 31, 2018	April 2, 2018	April 26, 2018
3	April 1, 2018	April 14, 2018	April 16, 2018	May 10, 2018
4	April 15, 2018	April 28, 2018	April 30, 2018	May 24, 2018
5	April 29, 2018	May 12, 2018	May 14, 2018	June 7, 2018
6	May 13, 2018	May 26, 2018	May 28, 2018	June 21, 2018
7	May 27, 2018	June 9, 2018	June 11, 2018	July 5, 2018
8	June 10, 2018	June 23, 2018	June 25, 2018	July 19, 2018
9	June 24, 2018	July 7, 2018	July 9, 2018	August 2, 2018
10	July 8, 2018	July 21, 2018	July 23, 2018	August 16, 2018
11	July 22, 2018	August 4, 2018	August 6, 2018	August 30, 2018
12	August 5, 2018	August 18, 2018	August 20, 2018	September 13, 2018
13	August 19, 2018	September 1, 2018	September 3, 2018	September 27, 2018
14	September 2, 2018	September 15, 2018	September 17, 2018	October 11, 2018
15	September 16, 2018	September 29, 2018	October 1, 2018	October 25, 2018
16	September 30, 2018	October 13, 2018	October 15, 2018	November 8, 2018
17	October 14, 2018	October 27, 2018	October 29, 2018	November 22, 2018
18	October 28, 2018	November 10, 2018	November 12, 2018	December 6, 2018
19	November 11, 2018	November 24, 2018	November 26, 2018	December 20, 2018
20	November 25, 2018	December 8, 2018	December 10, 2018	January 3, 2019
21	December 9, 2018	December 22, 2018	December 24, 2018	January 17, 2019
22	December 23, 2018	January 5, 2019	January 7, 2019	January 31, 2019
23	January 6, 2019	January 19, 2019	January 21, 2019	February 14, 2019
24	January 20, 2019	February 2, 2019	February 4, 2019	February 28, 2019
25	February 3, 2019	February 16, 2019	February 18, 2019	March 14, 2019
26	February 17, 2019	March 2, 2019	March 4, 2019	March 28, 2019

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

*Time Sheets will be due on Tuesday if Monday is a holiday