

BIWEEKLY TIME SHEET SUBMISSION SCHEDULE 2024-2025

<i>PAYROLL</i>	<i>From</i>	<i>To</i>	<i>T/S DUE</i>	<i>HOURLY CHECK DATE</i>
<i>PERIOD</i>	<i>SUNDAY</i>	<i>SATURDAY</i>	<i>MONDAY*</i>	<i>THURSDAY</i>
1	August 25, 2024	September 7, 2024	September 9, 2024	October 3, 2024
2	September 8, 2024	September 21, 2024	September 23, 2024	October 17, 2024
3	September 22, 2024	October 5, 2024	October 7, 2024	October 31, 2024
4	October 6, 2024	October 19, 2024	October 21, 2024	November 14, 2024
5	October 20, 2024	November 2, 2024	November 4, 2024	November 28, 2024
6	November 3, 2024	November 16, 2024	November 18, 2024	December 12, 2024
7	November 17, 2024	November 30, 2024	December 2, 2024	December 26, 2024
8	December 1, 2024	December 14, 2024	December 16, 2024	January 9, 2025
9	December 15, 2024	December 28, 2024	December 30, 2024	January 23, 2025
10	December 29, 2024	January 11, 2025	January 13, 2025	February 6, 2025
11	January 12, 2025	January 25, 2025	January 27, 2025	February 20, 2025
12	January 26, 2025	February 8, 2025	February 10, 2025	March 6, 2025
13	February 9, 2025	February 22, 2025	February 24, 2025	March 20, 2025
14	February 23, 2025	March 8, 2025	March 10, 2025	April 3, 2025
15	March 9, 2025	March 22, 2025	March 24, 2025	April 17, 2025
16	March 23, 2025	April 5, 2025	April 7, 2025	May 1, 2025
17	April 6, 2025	April 19, 2025	April 21, 2025	May 15, 2025
18	April 20, 2025	May 3, 2025	May 5, 2025	May 29, 2025
19	May 4, 2025	May 17, 2025	May 19, 2025	June 12, 2025
20	May 18, 2025	May 31, 2025	June 2, 2025	June 26, 2025
21	June 1, 2025	June 14, 2025	June 16, 2025	July 10, 2025
22	June 15, 2025	June 28, 2025	June 30, 2025	July 24, 2025
23	June 29, 2025	July 12, 2025	July 14, 2025	August 7, 2025
24	July 13, 2025	July 26, 2025	July 28, 2025	August 21, 2025
25	July 27, 2025	August 9, 2025	August 11, 2025	September 4, 2025
26	August 10, 2025	August 23, 2025	August 25, 2025	September 18, 2025

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*