

Full-Time

HR ASSIST/SOTA TIMESHEET SUBMISSION SCHEDULE 2024-2025

<i>PAYROLL</i>	<i>FROM</i>	<i>TO</i>	<i>EMPLOYEE T/S DUE</i>	<i>SUPERVISOR APPROVAL</i>
<i>PERIOD</i>	<i>SUNDAY</i>	<i>SATURDAY</i>	<i>MONDAY-TUESDAY BY NOON</i>	<i>WEDNESDAY</i>
1	August 25, 2024	September 7, 2024	September 9-10, 2024	September 11, 2024
2	September 8, 2024	September 21, 2024	September 23-24, 2024	September 25, 2024
3	September 22, 2024	October 5, 2024	October 7-8 2024	October 9, 2024
4	October 6, 2024	October 19, 2024	October 21-22, 2024	October 23, 2024
5	October 20, 2024	November 2, 2024	November 4-5, 2024	November 28, 2024
6	November 3, 2024	November 16, 2024	November 18-19, 2024	November 20, 2024
7	November 17, 2024	November 30, 2024	December 2-3, 2024	December 4, 2024
8	December 1, 2024	December 14, 2024	December 16-17, 2024	December 18, 2025
9	December 15, 2024	December 28, 2024	December 30-31, 2024	January 2, 2025
10	December 29, 2024	January 11, 2025	January 13-14, 2025	January 15, 2025
11	January 12, 2025	January 25, 2025	January 27-28, 2025	January 29 2025
12	January 26, 2025	February 8, 2025	February 10-11, 2025	February 12, 2025
13	February 9, 2025	February 22, 2025	February 24-25, 2025	February 26, 2025
14	February 23, 2025	March 8, 2025	March 10-11 2025	March 12, 2025
15	March 9, 2025	March 22, 2025	March 24-25, 2025	March 26, 2025
16	March 23, 2025	April 5, 2025	April 7-8, 2025	April 9, 2025
17	April 6, 2025	April 19, 2025	April 21-22, 2025	April 23, 2025
18	April 20, 2025	May 3, 2025	May 5-6, 2025	May 7, 2025
19	May 4, 2025	May 17, 2025	May 19-20, 2025	May 21, 2025
20	May 18, 2025	May 31, 2025	June 2-3, 2025	June 4, 2025
21	June 1, 2025	June 14, 2025	June 16-17, 2025	June 18, 2025
22	June 15, 2025	June 28, 2025	June 30-31, 2025	July 1, 2025
23	June 29, 2025	July 12, 2025	July 14-15, 2025	July 16, 2025
24	July 13, 2025	July 26, 2025	July 28-29, 2025	July 30, 2025
25	July 27, 2025	August 9, 2025	August 11-12, 2025	August 13, 2025
26	August 10, 2025	August 23, 2025	August 25-26, 2025	August 27, 2025

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