



Central Office Payroll

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HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2025-2026

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	06/01/25 - 06/14/25	Monday, June 16, 2025	07/10/25
10	06/15/25 - 06/28/25	Monday, June 30, 2025	07/24/25
11	06/29/25 - 07/12/25	Monday, July 14, 2025	08/07/25
12	07/13/25 - 07/26/25	Monday, July 28, 2025	08/21/25
13	07/27/25 - 08/09/25	Monday, August 11, 2025	09/04/25
14	08/10/25 - 08/23/25	Monday, August 25, 2025	09/18/25
15	08/24/25 - 09/06/25	Monday, September 8, 2025	10/02/25
16	09/07/25 - 09/20/25	Monday, September 22, 2025	10/16/25
17	09/21/25 - 10/04/25	Monday, October 6, 2025	10/30/25
18	10/05/25 - 10/18/25	Monday, October 20, 2025	11/13/25
19	10/19/25 - 11/01/25	Monday, November 3, 2025	11/27/25
20	11/02/25 - 11/15/25	Monday, November 17, 2025	12/11/25
21	11/16/25 - 11/29/25	Monday, December 1, 2025	12/25/25
22	11/30/25 - 12/13/25	Monday, December 15, 2025	01/08/26
23	12/14/25 - 12/27/25	Monday, December 29, 2025	01/22/26
24	12/28/25 - 01/10/26	Monday, January 12, 2026	02/05/26
25	01/11/26 - 01/24/26	Monday, January 26, 2026	02/19/26
26	01/25/26 - 02/07/26	Monday February 9, 2026	03/05/26
01	02/08/26 - 02/21/26	Monday, February 23, 2026	03/19/26
02	02/22/26 - 03/07/26	Monday, March 9, 2026	04/02/26
03	03/08/26 - 03/21/26	Monday, March 23, 2026	04/16/26
04	03/22/26 - 04/04/26	Monday, April 6, 2026	04/30/26
05	04/05/26 - 04/18/26	Monday, April 20, 2026	05/14/26
06	04/19/26 - 05/02/26	Monday, May 4, 2026	05/28/26
07	05/03/26 - 05/16/26	Monday, May 18, 2026	06/11/26
08	05/17/26 - 05/30/26	Monday, June 1, 2026	06/25/26
09	05/31/26 - 06/13/26	Monday, June 15, 2026	07/09/26