



Time Sheet Submission Schedule

Leave Year: 2023-2024

Full-Time Civil Service / Classified Staff

**** Early timesheet submission due to holidays and early payroll closings.**

Work Period End Dates	Work Days Covered		Due Dates	Anticipated Pay Date
9/9/2023	8/27/2023	9/9/2023	**9/11/2023	10/5/2023
9/23/2023	9/10/2023	9/23/2023	9/25/2023	10/19/2023
10/7/2023	9/24/2023	10/7/2023	**10/10/2023	11/2/2023
10/21/2023	10/8/2023	10/21/2023	10/23/2023	11/16/2023
11/4/2023	10/22/2023	11/4/2023	**11/6/2023	11/30/2023
11/18/2023	11/5/2023	11/18/2023	11/20/2023	12/14/2023
12/2/2023	11/19/2023	12/2/2023	12/4/2023	12/28/2023
12/16/2023	12/3/2023	12/16/2023	12/18/2023	1/11/2024
12/30/2023	12/17/2023	12/30/2023	**01/02/2024	1/25/2024
1/13/2024	12/31/2023	1/13/2024	**01/16/2024	2/8/2024
1/27/2024	1/14/2024	1/27/2024	1/29/2024	2/22/2024
2/10/2024	1/28/2024	2/10/2024	**02/13/2024	3/7/2024
2/24/2024	2/11/2024	2/24/2024	2/26/2024	3/21/2024
3/9/2024	2/25/2024	3/9/2024	3/11/2024	4/4/2024
3/23/2024	3/10/2024	3/23/2024	3/25/2024	4/18/2024
4/6/2024	3/24/2024	4/6/2024	4/8/2024	5/2/2024
4/20/2024	4/7/2024	4/20/2024	4/22/2024	5/16/2024
5/4/2024	4/21/2024	5/4/2024	5/6/2024	5/30/2024
5/18/2024	5/5/2024	5/18/2024	5/20/2024	6/13/2024
6/1/2024	5/19/2024	6/1/2024	**6/3/2024	6/27/2024
6/15/2024	6/2/2024	6/15/2024	6/17/2024	7/11/2024
6/29/2024	6/16/2024	6/29/2024	**7/1/2024	7/25/2024
7/13/2024	6/30/2024	7/13/2024	**7/15/2024	8/8/2024
7/27/2024	7/14/2024	7/27/2024	7/29/2024	8/22/2024
8/10/2024	7/28/2024	8/10/2024	8/12/2024	9/5/2024
8/24/2024	8/11/2024	8/24/2024	8/26/2024	9/19/2024
9/7/2024	8/25/2024	9/7/2024	9/9/2024	10/3/2024

Time sheets must be submitted on a bi-weekly basis and are due on Mondays following the work period *Tuesday, if Monday is a holiday, ** Wednesday if Monday/Tuesday is a holiday.

Please note, this submission schedule represents payment for differentials- for example: night/weekend differential, overtime, and holiday pay. Please reference the NY State Payroll Calendar for regular salary payments.