



**Full-Time Civil Service / Classified Staff  
Time Sheet Submission Schedule  
Leave Year (9/1/24-8/31/25) : 2024-2025**

**\*\* Early timesheet submission due to holidays and early payroll closings.**  
For salaried employees, anticipated pay dates are for overtime and other differentials.

Work Period End Dates	Work Days Covered		Due Dates	Anticipated Pay Date
9/7/2024	8/25/2024	9/7/2024	9/9/2024	10/3/2024
9/21/2024	9/8/2024	9/21/2024	9/23/2024	10/17/2024
10/5/2024	9/22/2024	10/5/2024	10/7/2024	10/31/2024
10/19/2024	10/6/2024	10/19/2024	10/21/2024	11/14/2024
11/2/2024	10/20/2024	11/2/2024	11/4/2024	11/28/2024
11/16/2024	11/3/2024	11/16/2024	11/18/2024	12/12/2024
11/30/2024	11/17/2024	11/30/2024	12/2/2024	12/26/2024
12/14/2024	12/1/2024	12/14/2024	12/16/2024	1/9/2025
12/28/2024	12/15/2024	12/28/2024	12/30/2024	1/23/2025
1/11/2025	12/29/2024	1/11/2025	1/13/2025	2/6/2025
1/25/2025	1/12/2025	1/25/2025	1/27/2025	2/20/2025
2/8/2025	1/26/2025	2/8/2025	2/10/2025	3/6/2025
2/22/2025	2/9/2025	2/22/2025	2/24/2025	3/20/2025
3/8/2025	2/23/2025	3/8/2025	3/10/2025	4/3/2025
3/22/2025	3/9/2025	3/22/2025	3/24/2025	4/17/2025
4/5/2025	3/23/2025	4/5/2025	4/7/2025	5/1/2025
4/19/2025	4/6/2025	4/19/2025	4/21/2025	5/15/2025
5/3/2025	4/20/2025	5/3/2025	5/5/2025	5/29/2025
5/17/2025	5/4/2025	5/17/2025	5/19/2025	6/12/2025
5/31/2025	5/18/2025	5/31/2025	6/2/2025	6/26/2025
6/14/2025	6/1/2025	6/14/2025	6/16/2025	7/10/2025
6/28/2025	6/15/2025	6/28/2025	6/30/2025	7/24/2025
7/12/2025	6/29/2025	7/12/2025	7/14/2025	8/7/2025
7/26/2025	7/13/2025	7/26/2025	7/28/2025	8/21/2025
8/9/2025	7/27/2025	8/9/2025	8/11/2025	9/4/2025
8/23/2025	8/10/2025	8/23/2025	8/25/2025	9/18/2025
9/6/2025	8/24/2025	9/6/2025	9/8/2025	10/2/2025

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.