



**Full-Time Civil Service / Classified Staff
Time Sheet Submission Schedule
Leave Year (9/1/25-8/31/26): 2025-2026**

**** 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
9/6/2025	8/24/2025	9/6/2025	9/8/2025	10/2/2025
9/20/2025	9/7/2025	9/20/2025	9/22/2025	10/16/2025
10/4/2025	9/21/2025	10/4/2025	10/6/2025	10/30/2025
10/18/2025	10/5/2025	10/18/2025	10/20/2025	11/13/2025
11/1/2025	10/19/2025	11/1/2025	11/3/2025	11/27/2025
11/15/2025	**11/2/2025	11/15/2025	11/17/2025	12/11/2025
11/29/2025	11/16/2025	11/29/2025	12/1/2025	12/25/2025
12/13/2025	**11/30/2025	12/13/2025	12/15/2025	1/8/2026
12/27/2025	**12/14/2025	12/27/2025	12/29/2025	1/22/2026
1/10/2026	12/28/2025	1/10/2026	1/12/2026	2/5/2026
1/24/2026	1/11/2026	1/24/2026	1/26/2026	2/19/2026
2/7/2026	1/25/2026	2/7/2026	2/9/2026	3/5/2026
2/21/2026	2/8/2026	2/21/2026	2/23/2026	3/19/2026
3/7/2026	**2/22/2026	3/7/2026	3/9/2026	4/2/2026
3/21/2026	3/8/2026	3/21/2026	3/23/2026	4/16/2026
4/4/2026	**3/22/2026	4/4/2026	4/6/2026	4/30/2026
4/18/2026	4/5/2026	4/18/2026	4/20/2026	5/14/2026
5/2/2026	4/19/2026	5/2/2026	5/4/2026	5/28/2026
5/16/2026	5/3/2026	5/16/2026	5/18/2026	6/11/2026
5/30/2026	**5/17/2026	5/30/2026	6/1/2026	6/25/2026
6/13/2026	**5/31/2026	6/13/2026	6/15/2026	7/9/2026
6/27/2026	6/14/2026	6/27/2026	6/29/2026	7/23/2026
7/11/2026	6/28/2026	7/11/2026	7/13/2026	8/6/2026
7/25/2026	7/12/2026	7/25/2026	7/27/2026	8/20/2026
8/8/2026	7/26/2026	8/8/2026	8/10/2026	9/3/2026
8/22/2026	8/9/2026	8/22/2026	8/24/2026	9/17/2026
9/5/2026	8/23/2026	9/5/2026	9/7/2026	10/1/2026

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.