



## HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2023-2024

**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. The due dates may be subject to change.

	PAY PERIOD	TIME SHEETS DUE IN PAYROLL	STATE PAY DATE
09	06/04/23 - 06/17/23	<b>* Tuesday, June 20, 2023</b>	07/13/23
10	06/18/23 - 07/01/23	Monday, July 3, 2023	07/27/23
11	07/02/23 - 07/15/23	Monday, July 17, 2023	08/10/23
12	07/16/23 - 07/29/23	Monday, July 31, 2023	08/24/23
13	07/30/23 - 08/12/23	Monday, August 14, 2023	09/07/23
14	08/13/23 - 08/26/23	Monday, August 28, 2023	09/21/23
15	08/27/23 - 09/09/23	Monday, September 11, 2023	10/05/23
16	09/10/23 - 09/23/23	Monday, September 25, 2023	10/19/23
17	09/24/23 - 10/07/23	<b>* Tuesday, October 10, 2023</b>	11/02/23
18	10/08/23 - 10/21/23	Monday, October 23, 2023	11/16/23
19	10/22/23 - 11/04/23	Monday, November 6, 2023	11/30/23
20	11/05/23 - 11/18/23	Monday, November 20, 2023	12/14/23
21	11/19/23 - 12/02/23	Monday, December 4, 2023	12/28/23
22	12/03/23 - 12/16/23	Monday, December 18, 2023	01/11/24
23	12/17/23 - 12/30/23	<b>* Tuesday, January 2, 2024</b>	01/25/24
24	12/31/23 - 01/13/24	<b>* Tuesday, January 16, 2024</b>	02/08/24
25	01/14/24 - 01/27/24	Monday, January 29, 2024	02/22/24
26	01/28/24 - 02/10/24	<b>* Tuesday, February 13, 2024</b>	03/07/24
01	02/11/24 - 02/24/24	Monday, February 26, 2024	03/21/24
02	02/25/24 - 03/09/24	Monday, March 11, 2024	04/04/24
03	03/10/24 - 03/23/24	Monday, March 25, 2024	04/18/24
04	03/24/24 - 04/06/24	Monday, April 8, 2024	05/02/24
05	04/07/24 - 04/20/24	Monday, April 22, 2024	05/16/24
06	04/21/24 - 05/04/24	Monday, May 6, 2024	05/30/24
07	05/05/24 - 05/18/24	Monday, May 20, 2024	06/13/24
08	05/19/24 - 06/01/24	Monday, June 3, 2024	06/27/24
09	06/02/24 - 06/15/24	Monday, June 17, 2024	07/11/24

\*Changes due to Holidays.

**NOTE:** This schedule is subject to change based on the directives of the Office of the State Comptroller.