



Central Office Payroll

205 East 42nd Street, 10th Floor, New York, NY 10017 . (646) 664-3300
Central Office Payroll

HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2016-2017

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
9	06/12/16 - 06/25/16	* Monday, June 27, 2016	07/21/16
10	06/26/16 - 07/09/16	* Monday, July 11, 2016	08/04/16
11	07/10/16 - 07/23/16	* Monday, July 25, 2016	08/18/16
12	07/24/16 - 08/06/16	Tuesday, August 09, 2016	09/01/16
13	08/07/16 - 08/20/16	Tuesday, August 23, 2016	09/15/16
14	08/21/16 - 09/03/16	Tuesday, September 06, 2016	09/29/16
15	09/04/16 - 09/17/16	Tuesday, September 20, 2016	10/13/16
16	09/18/16 - 10/01/16	* Monday, October 03, 2016	10/27/16
17	10/02/16 - 10/15/16	Tuesday, October 18, 2016	11/10/16
18	10/16/16 - 10/29/16	Tuesday, November 01, 2016	11/23/16
19	10/30/16 - 11/12/16	* Monday, November 14, 2016	12/08/16
20	11/13/16 - 11/26/16	Tuesday, November 29, 2016	12/22/16
21	11/27/16 - 12/10/16	* Monday, December 12, 2016	01/05/17
22	12/11/16 - 12/24/16	Tuesday, December 27, 2016	01/19/17
23	12/25/16 - 01/07/17	* Monday, January 09, 2017	02/02/17
24	01/08/17 - 01/21/17	Tuesday, January 24, 2017	02/16/17
25	01/22/17 - 02/04/17	Tuesday, February 07, 2017	03/02/17
26	02/05/17 - 02/18/17	Tuesday, February 21, 2017	03/16/17
01	02/19/17 - 03/04/17	Tuesday, March 07, 2017	03/30/17
02	03/05/17 - 03/18/17	Tuesday, March 21, 2017	04/13/17
03	03/19/17 - 04/01/17	Tuesday, April 04, 2017	04/27/17
04	04/02/17 - 04/15/17	Tuesday, April 18, 2017	05/11/17
05	04/16/17 - 04/29/17	Tuesday, May 02, 2017	05/25/17
06	04/30/17 - 05/13/17	Tuesday, May 16, 2017	06/08/17
07	05/14/17 - 05/27/17	Tuesday, May 30, 2017	06/22/17
08	05/28/17 - 06/10/17	Tuesday, June 13, 2017	07/06/17
09	06/11/17 - 06/24/17	* Monday, June 26, 2017	07/20/17

* Early time sheet submission due to holiday

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