



# 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 2017-2018

**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	06/11/17 - 06/24/17	* <b>Monday, June 26, 2017</b>	07/20/17
10	06/25/17 - 07/08/17	* <b>Monday, July 10, 2017</b>	08/03/17
11	07/09/17 - 07/22/17	* <b>Monday, July 24, 2017</b>	08/17/17
12	07/23/17 - 08/05/17	* <b>Monday, August 7, 2017</b>	08/31/17
13	08/06/17 - 08/19/17	Tuesday, August 22, 2017	09/14/17
14	08/20/17 - 09/02/17	Tuesday, September 5, 2017	09/28/17
15	09/03/17 - 09/16/17	Tuesday, September 19, 2017	10/12/17
16	09/17/17 - 09/30/17	* <b>Monday, October 2, 2017</b>	10/26/17
17	10/01/17 - 10/14/17	Tuesday, October 17, 2017	11/09/17
18	10/15/17 - 10/28/17	Tuesday, October 31, 2017	<b>11/22/17</b>
19	10/29/17 - 11/11/17	* <b>Monday, November 13, 2017</b>	12/07/17
20	11/12/17 - 11/25/17	Tuesday, November 28, 2017	12/21/17
21	11/26/17 - 12/09/17	Tuesday, December 12, 2017	01/04/18
22	12/10/17 - 12/23/17	Tuesday, December 26, 2017	01/18/18
23	12/24/17 - 01/06/18	* <b>Monday, January 8, 2018</b>	02/01/18
24	01/07/18 - 01/20/18	Tuesday, January 23, 2018	02/15/18
25	01/21/18 - 02/03/18	* <b>Monday, February 5, 2018</b>	03/01/18
26	02/04/18 - 02/17/18	Tuesday, February 20, 2018	03/15/18
01	02/18/18 - 03/03/18	Tuesday, March 6, 2018	03/29/18
02	03/04/18 - 03/17/18	Tuesday, March 20, 2018	04/12/18
03	03/18/18 - 03/31/18	Tuesday, April 3, 2018	04/26/18
04	04/01/18 - 04/14/18	Tuesday, April 17, 2018	05/10/18
05	04/15/18 - 04/28/18	Tuesday, May 1, 2018	05/24/18
06	04/29/18 - 05/12/18	Tuesday, May 15, 2018	06/07/18
07	05/13/18 - 05/26/18	Tuesday, May 29, 2018	06/21/18
08	05/27/18 - 06/09/18	Tuesday, June 12, 2018	07/05/18
09	06/10/18 - 06/23/18	* <b>Monday, June 25, 2018</b>	07/19/18

\* Early time sheet submission due to holiday or summer hours.

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