

2024-2025 Payroll Calendar

| Pay Period | Pay Date | Lag Period Start | Lag Period End | PtD Period Start | PtD Period End | Employee Time Entry Deadline | Approval Period | |
|------------|-------------------------------|---|----------------|---|----------------|------------------------------|-----------------------|-----------------------|
| | Friday unless otherwise noted | Lag Payroll | | Paid to Date Payroll | | <u>*4:00PM*</u> | BEGIN DATE | End Date |
| | | CSS, C12, THP, TSP AND ABSENCES FOR ALL PAY GROUPS | | CPD and T12 (Excludes Teacher Payroll) | | | | |
| 1 | 7/12/2024 | 6/16/2024 | 6/29/2024 | 6/30/2024 | 7/13/2024 | 6/28/2024 | 7/1/2024 | 7/2/2024 |
| 2 | 7/26/2024 | 6/30/2024 | 7/13/2024 | 7/14/2024 | 7/27/2024 | 7/12/2024 | 7/15/2024 | 7/16/2024 |
| 3 | 8/9/2024 | 7/14/2024 | 7/27/2024 | 7/28/2024 | 8/10/2024 | 7/26/2024 | 7/29/2024 | 7/30/2024 |
| 4 | 8/23/2024 | 7/28/2024 | 8/10/2024 | 8/11/2024 | 8/24/2024 | 8/9/2024 | 8/12/2024 | 8/13/2024 |
| 5 | 9/6/2024 | 8/11/2024 | 8/24/2024 | 8/25/2024 | 9/7/2024 | 8/23/2024 | 8/26/2024 | 8/27/2024 |
| 6 | 9/20/2024 | 8/25/2024 | 9/7/2024 | 9/8/2024 | 9/21/2024 | 9/6/2024 | 9/9/2024 | 9/10/2024 |
| 7 | 10/4/2024 | 9/8/2024 | 9/21/2024 | 9/22/2024 | 10/5/2024 | 9/20/2024 | 9/23/2024 | 9/24/2024 |
| 8 | 10/18/2024 | 9/22/2024 | 10/5/2024 | 10/6/2024 | 10/19/2024 | 10/4/2024 | 10/7/2024 | 10/8/2024 |
| 9 | 11/1/2024 | 10/6/2024 | 10/19/2024 | 10/20/2024 | 11/2/2024 | 10/18/2024 | 10/21/2024 | 10/22/2024 |
| 10 | 11/15/2024 | 10/20/2024 | 11/2/2024 | 11/3/2024 | 11/16/2024 | 11/1/2024 | 11/4/2024 | 11/5/2024 |
| 11 | 11/27/2024(W) | 11/3/2024 | 11/16/2024 | 11/17/2024 | 11/30/2024 | 11/14/2024 (R) | 11/15/2024 (F) | 11/18/2024 (M) |
| 12 | 12/13/2024 | 11/17/2024 | 11/30/2024 | 12/1/2024 | 12/14/2024 | 11/27/2024(W) | 12/2/2024 | 12/3/2024 |
| 13 | 12/27/2024 | 12/1/2024 | 12/14/2024 | 12/15/2024 | 12/28/2024 | 12/13/2024 | 12/16/2024 | 12/17/2024 |
| 14 | 1/10/2025 | 12/15/2024 | 12/28/2024 | 12/29/2024 | 1/11/2025 | 12/27/2024 | 12/30/2024 | 12/31/2024 |
| 15 | 1/24/2025 | 12/29/2024 | 1/11/2025 | 1/12/2025 | 1/25/2025 | 1/10/2025 | 1/13/2025 | 1/14/2025 |
| 16 | 2/7/2025 | 1/12/2025 | 1/25/2025 | 1/26/2025 | 2/8/2025 | 1/24/2025 | 1/27/2025 | 1/28/2025 |
| 17 | 2/21/2025 | 1/26/2025 | 2/8/2025 | 2/9/2025 | 2/22/2025 | 2/7/2025 | 2/10/2025 | 2/11/2025 |
| 18 | 3/7/2025 | 2/9/2025 | 2/22/2025 | 2/23/2025 | 3/8/2025 | 2/21/2025 | 2/24/2025 | 2/25/2025 |
| 19 | 3/21/2025 | 2/23/2025 | 3/8/2025 | 3/9/2025 | 3/22/2025 | 3/7/2025 | 3/10/2025 | 3/11/2025 |
| 20 | 4/4/2025 | 3/9/2025 | 3/22/2025 | 3/23/2025 | 4/5/2025 | 3/21/2025 | 3/24/2025 | 3/25/2025 |
| 21 | 4/17/2025 (R) | 3/23/2025 | 4/5/2025 | 4/6/2025 | 4/19/2025 | 4/4/2025 | 4/7/2025 | 4/8/2025 |
| 22 | 5/2/2025 | 4/6/2025 | 4/19/2025 | 4/20/2025 | 5/3/2025 | 4/17/25 (R) | 4/21/2025 | 4/22/2025 |
| 23 | 5/16/2025 | 4/20/2025 | 5/3/2025 | 5/4/2025 | 5/17/2025 | 5/2/2025 | 5/5/2025 | 5/6/2025 |
| 24 | 5/30/2025 | 5/4/2025 | 5/17/2025 | 5/18/2025 | 5/31/2025 | 5/16/2025 | 5/19/2025 | 5/20/2025 |
| 25 | 6/13/2025 | 5/18/2025 | 5/31/2025 | 6/1/2025 | 6/14/2025 | 5/30/2025 | 6/2/2025 | 6/3/2025 |
| 26 | 6/27/2025 | 6/1/2025 | 6/14/2025 | 6/15/2025 | 6/28/2025 | 6/13/2025 | 6/16/2025 | 6/17/2025 |

***Employee Time Entry Deadline:** We strongly recommend employees enter their time as early as possible so the Timekeeper and/or Additional Approver can review the payroll for accuracy and completeness.

Other Pay Requests: Other pay requests include but are not limited to: Direct deposit set up/cancellations, 403(b) SRA's (submitted to the OMNI Group), 457plan deduction (submitted to NYSDCP), Tuition Reimbursement, Federal and/or State tax withholding, Vacation Cash in and Stipends.