

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		*4:00PM*	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.