

**MAIN STATE PAYROLL
"CLASSIFIED " TIME SHEET SCHEDULE 2017-2018**

PAY PERIOD EFFECTIVE DATES		TIME SHEETS DUE	CHECK DATE SALARIED EMPLOYEES	CHECK DATE HOURLY ** EMPLOYEES
10/19/2017	11/1/2017	11/7/2017	11/15/2017	11/29/2017
11/2/2017	11/15/2017	11/20/2017*	11/29/2017	12/13/2017
11/16/2017	11/29/2017	12/5/2017	12/13/2017	12/27/2017
11/30/2017	12/13/2017	12/18/2017*	12/27/2017	1/10/2018
12/14/2017	12/27/2017	1/2/2018	1/10/2018	1/24/2018
12/28/2017	1/10/2018	1/16/2018	1/24/2018	2/7/2018
1/11/2018	1/24/2018	1/30/2018	2/7/2018	2/21/2018
1/25/2018	2/7/2018	2/12/2018*	2/21/2018	3/7/2018
2/8/2018	2/21/2018	2/27/2018	3/7/2018	3/21/2018
2/22/2018	3/7/2018	3/12/2018*	3/21/2018	4/4/2018
3/8/2018	3/21/2018	3/27/2018	4/4/2018	4/18/2018
3/22/2018	4/4/2018	4/10/2018	4/18/2018	5/2/2018
4/5/2018	4/18/2018	4/24/2018	5/2/2018	5/16/2018
4/19/2018	5/2/2018	5/8/2018	5/16/2018	5/30/2018
5/3/2018	5/16/2018	5/21/2018*	5/30/2018	6/13/2018
5/17/2018	5/30/2018	6/5/2018	6/13/2018	6/27/2018
5/31/2018	6/13/2018	6/19/2018	6/27/2018	7/11/2018
6/14/2018	6/27/2018	07/02/2018*	7/11/2018	7/25/2018
6/28/2018	7/11/2018	7/17/2018	7/25/2018	8/8/2018
7/12/2018	7/25/2018	7/31/2018	8/8/2018	8/22/2018
7/26/2018	8/8/2018	8/14/2018	8/22/2018	9/5/2018
8/9/2018	8/22/2018	8/27/2018*	9/5/2018	9/19/2018
8/23/2018	9/5/2018	9/11/2018	9/19/2018	10/3/2018
9/6/2018	9/19/2018	9/25/2018	10/3/2018	10/17/2018
9/20/2018	10/3/2018	10/9/2018	10/17/2018	10/31/2018
10/4/2018	10/17/2018	10/23/2018	10/31/2018	11/14/2018
10/18/2018	10/31/2018	11/05/2018*	11/14/2018	11/28/2018

*** please note these dates must be strongly adhered to because of early submission requirements by the NYS Comptroller's Office.**

**** Pay dates are for hourly employees but also include payments received by salaried employees for additional hours worked (for over-time, extra-time, holidays, ect.)**