

## Administrative Payroll Schedule 2024 -2025

*Delay in submitting documentation required for hiring may affect an employee's start and pay date.*

Payroll No.	Payroll Thursday	Period Wednesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
26	3/14/2024 -	3/27/2024	3/28/2024	2/21/2024	2/28/2024	4/10/2024
1	3/28/2024 -	4/10/2024	4/11/2024	3/6/2024	3/13/2024	4/24/2024
2	4/11/2024 -	4/24/2024	4/25/2024	3/20/2024	3/27/2024	5/8/2024
3	4/25/2024 -	5/8/2024	5/9/2024	4/3/2024	4/10/2024	5/22/2024
4	5/9/2024 -	5/22/2024	5/23/2024	4/17/2024	4/24/2024	6/5/2024
5	5/23/2024 -	6/5/2024	6/6/2024	5/1/2024	5/8/2024	6/19/2024
6	6/6/2024 -	6/19/2024	6/20/2024	5/15/2024	5/22/2024	7/3/2024
7	6/20/2024 -	7/3/2024	7/4/2024	5/29/2024	6/5/2024	7/17/2024
8	7/4/2024 -	7/17/2024	7/18/2024	6/12/2024	6/19/2024	7/31/2024
9	7/18/2024 -	7/31/2024	8/1/2024	6/26/2024	7/3/2024	8/14/2024
10	8/1/2024 -	8/14/2024	8/15/2024	7/10/2024	7/17/2024	8/28/2024
11	8/15/2024 -	8/28/2024	8/29/2024	7/24/2024	7/31/2024	9/11/2024
12	8/29/2024 -	9/11/2024	9/12/2024	8/7/2024	8/14/2024	9/25/2024
13	9/12/2024 -	9/25/2024	9/26/2024	8/21/2024	8/28/2024	10/9/2024
14	9/26/2024 -	10/9/2024	10/10/2024	9/4/2024	9/11/2024	10/23/2024
15	10/10/2024 -	10/23/2024	10/24/2024	9/18/2024	9/25/2024	11/6/2024
16	10/24/2024 -	11/6/2024	11/7/2024	10/2/2024	10/9/2024	11/20/2024
17	11/7/2024 -	11/20/2024	11/21/2024	10/16/2024	10/23/2024	12/4/2024
18	11/21/2024 -	12/4/2024	12/5/2024	10/30/2024	11/6/2024	12/18/2024
19	12/5/2024 -	12/18/2024	12/19/2024	11/13/2024	11/20/2024	1/1/2025
20	12/19/2024 -	1/1/2025	1/2/2025	11/27/2024	12/4/2024	1/15/2025
21	1/2/2025 -	1/15/2025	1/16/2025	12/11/2024	12/18/2024	1/29/2025
22	1/16/2025 -	1/29/2025	1/30/2025	12/25/2024	1/1/2025	2/12/2025
23	1/30/2025 -	2/12/2025	2/13/2025	1/8/2025	1/15/2025	2/26/2025
24	2/13/2025 -	2/26/2025	2/27/2025	1/22/2025	1/29/2025	3/12/2025
25	2/27/2025 -	3/12/2025	3/13/2025	2/5/2025	2/12/2025	3/26/2025
26	3/13/2025 -	3/26/2025	3/27/2025	2/19/2025	2/26/2025	4/9/2025

**\*Time Sheets are due in Payroll by noon on this day.**

**\*\* Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete  
with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher,  
Dual Employment Forms and/or any supporting documentation.

**For Assistance call:**

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Paula Rankine, Manager, Human Resources Information Systems: Extension 6092

Beth Goula, Payroll Coordinator: Ext. 5905

Susan Ciliberti, Time & Attendance Coordinator: Extension 6057

Noemi Ramos-Spaziante Benefits Coordinator Ext. 6448