

Hourly (Non-Student) Payroll Schedule 2024 -2025

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

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

***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 Goulal, Payroll Coordinator: Ext. 5905

Susan Ciliberti, Time & Attendance Coordinator: Extension 6057

Noemi Ramos-Spaziante Benefits Coordinator Ext. 6448