

## Administrative Payroll Schedule 2023 -2024

*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	3/16/2023 -	3/29/2023	3/30/2023	2/22/2023	3/1/2023	4/12/2023
1	3/30/2023 -	4/12/2023	4/13/2023	3/8/2023	3/15/2023	4/26/2023
2	4/13/2023 -	4/26/2023	4/27/2023	3/22/2023	3/29/2023	5/10/2023
3	4/27/2023 -	5/10/2023	5/11/2023	4/5/2023	4/12/2023	5/24/2023
4	5/11/2023 -	5/24/2023	5/25/2023	4/19/2023	4/26/2023	6/7/2023
5	5/25/2023 -	6/7/2023	6/8/2023	5/3/2023	5/10/2023	6/21/2023
6	6/8/2023 -	6/21/2023	6/22/2023	5/17/2023	5/24/2023	7/5/2023
7	6/22/2023 -	7/5/2023	7/6/2023	5/31/2023	6/7/2023	7/19/2023
8	7/6/2023 -	7/19/2023	7/20/2023	6/14/2023	6/21/2023	8/2/2023
9	7/20/2023 -	8/2/2023	8/3/2023	6/28/2023	7/5/2023	8/16/2023
10	8/3/2023 -	8/16/2023	8/17/2023	7/12/2023	7/19/2023	8/30/2023
11	8/17/2023 -	8/30/2023	8/31/2023	7/26/2023	8/2/2023	9/13/2023
12	8/31/2023 -	9/13/2023	9/14/2023	8/9/2023	8/16/2023	9/27/2023
13	9/14/2023 -	9/27/2023	9/28/2023	8/23/2023	8/30/2023	10/11/2023
14	9/28/2023 -	10/11/2023	10/12/2023	9/6/2023	9/13/2023	10/25/2023
15	10/12/2023 -	10/25/2023	10/26/2023	9/20/2023	9/27/2023	11/8/2023
16	10/26/2023 -	11/8/2023	11/9/2023	10/4/2023	10/11/2023	11/22/2023
17	11/9/2023 -	11/22/2023	11/23/2023	10/18/2023	10/25/2023	12/6/2023
18	11/23/2023 -	12/6/2023	12/7/2023	11/1/2023	11/8/2023	12/20/2023
19	12/7/2023 -	12/20/2023	12/21/2023	11/15/2023	11/22/2023	1/3/2024
20	12/21/2023 -	1/3/2024	1/4/2024	11/29/2023	12/6/2023	1/17/2024
21	1/4/2024 -	1/17/2024	1/18/2024	12/13/2023	12/20/2023	1/31/2024
22	1/18/2024 -	1/31/2024	2/1/2024	12/27/2023	1/3/2024	2/14/2024
23	2/1/2024 -	2/14/2024	2/15/2024	1/10/2024	1/17/2024	2/28/2024
24	2/15/2024 -	2/28/2024	2/29/2024	1/24/2024	1/31/2024	3/13/2024
25	2/29/2024 -	3/13/2024	3/14/2024	2/7/2024	2/14/2024	3/27/2024
26	3/14/2024 -	3/27/2024	3/28/2024	2/21/2024	2/28/2024	4/10/2024

**\*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-Spaziente

Benefits Coordinator Ext. 6648