

Administrative Payroll Schedule 2025 -2026

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	3/13/2025 -	3/26/2025	3/27/2025	2/21/2024	2/28/2024	4/9/2025
1	3/27/2025 -	4/9/2025	4/10/2025	3/5/2025	3/12/2025	4/23/2025
2	4/10/2025 -	4/23/2025	4/24/2025	3/19/2025	3/26/2025	5/7/2025
3	4/24/2025 -	5/7/2025	5/8/2025	4/2/2025	4/9/2025	5/21/2025
4	5/8/2025 -	5/21/2025	5/22/2025	4/16/2025	4/23/2025	6/4/2025
5	5/22/2025 -	6/4/2025	6/5/2025	4/30/2025	5/7/2025	6/18/2025
6	6/5/2025 -	6/18/2025	6/19/2025	5/14/2025	5/21/2025	7/2/2025
7	6/19/2025 -	7/2/2025	7/3/2025	5/28/2025	6/4/2025	7/16/2025
8	7/3/2025 -	7/16/2025	7/17/2025	6/11/2025	6/18/2025	7/30/2025
9	7/17/2025 -	7/30/2025	7/31/2025	6/25/2025	7/2/2025	8/13/2025
10	7/31/2025 -	8/13/2025	8/14/2025	7/9/2025	7/16/2025	8/27/2025
11	8/14/2025 -	8/27/2025	8/28/2025	7/23/2025	7/30/2025	9/10/2025
12	8/28/2025 -	9/10/2025	9/11/2025	8/6/2025	8/13/2025	9/24/2025
13	9/11/2025 -	9/24/2025	9/25/2025	8/20/2025	8/27/2025	10/8/2025
14	9/25/2025 -	10/8/2025	10/9/2025	9/3/2025	9/10/2025	10/22/2025
15	10/9/2025 -	10/22/2025	10/23/2025	9/17/2025	9/24/2025	11/5/2025
16	10/23/2025 -	11/5/2025	11/6/2025	10/1/2025	10/8/2025	11/19/2025
17	11/6/2025 -	11/19/2025	11/20/2025	10/15/2025	10/22/2025	12/3/2025
18	11/20/2025 -	12/3/2025	12/4/2025	10/29/2025	11/5/2025	12/17/2025
19	12/4/2025 -	12/17/2025	12/18/2025	11/12/2025	11/19/2025	12/31/2025
20	12/18/2025 -	12/31/2025	1/1/2026	11/26/2025	12/3/2025	1/14/2026
21	1/1/2026 -	1/14/2026	1/15/2026	12/10/2025	12/17/2025	1/28/2026
22	1/15/2026 -	1/28/2026	1/29/2026	12/24/2025	12/31/2025	2/11/2026
23	1/29/2026 -	2/11/2026	2/12/2026	1/7/2026	1/14/2026	2/25/2026
24	2/12/2026 -	2/25/2026	2/26/2026	1/21/2026	1/28/2026	3/11/2026
25	2/26/2026 -	3/11/2026	3/12/2026	2/4/2026	2/11/2026	3/25/2026
26	3/12/2026 -	3/25/2026	3/26/2026	2/18/2026	2/25/2026	4/8/2026

***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 Spaziente

Benefits Coordinator Ext. 6448