

State Employee Payroll Calendar

The following chart shows processing deadlines and pay dates for the regular State payroll. The Personnel Deadline date is the **absolute deadline date** for personnel to receive appointment/status change transaction forms for processing in the associated payroll period. After that cutoff, any late transactions will be processed in the following pay period. It is important to note that without written justification, the Office of the State Comptroller will not process retroactive appointments going back more than two pay periods. Consequently, it is important that appointments be processed correctly and on time.

Payroll Periods

** Important Semester Startup Payroll Deadlines

Personnel Deadline	From	To	PR#	*Check Date
8/5/2009	8/6/2009	8/19/2009	10	9/2/2009
08/01/2009**	8/20/2009	9/2/2009	11	9/16/2009
9/2/2009	9/3/2009	9/16/2009	12	9/30/2009
9/16/2009	9/17/2009	9/30/2009	13	10/14/2009
9/30/2009	10/1/2009	10/14/2009	14	10/28/2009
10/14/2009	10/15/2009	10/28/2009	15	11/10/2009
10/28/2009	10/29/2009	11/11/2009	16	11/25/2009
11/11/2009	11/12/2009	11/25/2009	17	12/9/2009
11/25/2009	11/26/2009	12/9/2009	18	12/23/2009
12/9/2009	12/10/2009	12/23/2009	19	1/6/2010
12/23/2009	12/24/2009	1/6/2010	20	1/20/2010
01/05/2010**	1/7/2010	1/20/2010	21	2/3/2010
1/20/2010	1/21/2010	2/3/2010	22	2/17/2010
2/3/2010	2/4/2010	2/17/2010	23	3/3/2010
2/17/2010	2/18/2010	3/3/2010	24	3/17/2010
3/3/2010	3/4/2010	3/17/2010	25	3/31/2010
3/17/2010	3/18/2010	3/31/2010	26	4/14/2010
3/31/2010	4/1/2010	4/14/2010	1	4/28/2010
4/14/2010	4/15/2010	4/28/2010	2	5/12/2010
4/28/2010	4/29/2010	5/12/2010	3	5/26/2010
5/12/2010	5/13/2010	5/26/2010	4	6/9/2010
5/26/2010	5/27/2010	6/9/2010	5	6/23/2010
6/9/2010	6/10/2010	6/23/2010	6	7/7/2010
6/23/2010	6/24/2010	7/7/2010	7	7/21/2010
7/7/2010	7/8/2010	7/21/2010	8	8/4/2010
7/21/2010	7/22/2010	8/4/2010	9	8/18/2010

* The check date applies to all payment types except hourly. Please refer to the Pay Schedule for Hourly

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