

July 2024 – June 2025 TLAM Bi-Weekly Timesheet Schedule & Deadlines

| Pay Period Begin Date | Pay Period End Date | DEADLINE: PACT Date "Payroll Adjustment & Changes to Timesheet" | DEADLINE: Time & Abs Submission & Approval (5 PM) | DEADLINE: High Exceptions Review & Approval (12 PM) | Pay Check Date | View Updated Absence Balances in PAC | |
|-----------------------|---------------------|--|--|--|-----------------|--------------------------------------|-------------------------------|
| | | | | | | Personal & Sick | Vacation** Sick-SSA only** |
| Mon, 06/17/2024 | Sun, 06/30/2024 | Wed, 06/26/2024 | Thu, 06/27/2024 | Fri, 06/28/2024 | Fri, 07/05/2024 | Tue, 07/02/2024 | 07/12/2024** |
| Mon, 07/01/2024 | Sun, 07/14/2024 | Wed, 07/10/2024 | Fri, 07/12/2024 | Mon, 07/15/2024 | Fri, 07/19/2024 | Wed, 07/17/2024 | |
| Mon, 07/15/2024 | Sun, 07/28/2024 | Thu, 07/25/2024 | Fri, 07/26/2024 | Mon, 07/29/2024 | Fri, 08/02/2024 | Wed, 07/31/2024 | |
| Mon, 07/29/2024 | Sun, 08/11/2024 | Thu, 08/08/2024 | Fri, 08/09/2024 | Mon, 08/12/2024 | Fri, 08/16/2024 | Wed, 08/14/2024 | 08/05/2024** |
| Mon, 08/12/2024 | Sun, 08/25/2024 | Thu, 08/22/2024 | Fri, 08/23/2024 | Mon, 08/26/2024 | Fri, 08/30/2024 | Wed, 08/28/2024 | |
| Mon, 08/26/2024 | Sun, 09/08/2024 | Thu, 09/05/2024 | Fri, 09/06/2024 | Mon, 09/09/2024 | Fri, 09/13/2024 | Wed, 09/11/2024 | 09/05/2024** |
| Mon, 09/09/2024 | Sun, 09/22/2024 | Thu, 09/19/2024 | Fri, 09/20/2024 | Mon, 09/23/2024 | Fri, 09/27/2024 | Wed, 09/25/2024 | |
| Mon, 09/23/2024 | Sun, 10/06/2024 | Thu, 10/03/2024 | Fri, 10/04/2024 | Mon, 10/07/2024 | Fri, 10/11/2024 | Wed, 10/09/2024 | 10/04/2024** |
| Mon, 10/07/2024 | Sun, 10/20/2024 | Thu, 10/17/2024 | Fri, 10/18/2024 | Mon, 10/21/2024 | Fri, 10/25/2024 | Wed, 10/23/2024 | |
| Mon, 10/21/2024 | Sun, 11/03/2024 | Tue, 10/29/2024 | Wed, 10/30/2024 | Fri, 11/01/2024 | Fri, 11/08/2024 | Wed, 11/05/2024 | 11/05/2024** |
| Mon, 11/04/2024 | Sun, 11/17/2024 | Thu, 11/14/2024 | Fri, 11/15/2024 | Mon, 11/18/2024 | Fri, 11/22/2024 | Wed, 11/20/2024 | |
| Mon, 11/18/2024 | Sun, 12/01/2024 | Tue, 11/26/2024 | Wed, 11/27/2024 | Mon, 12/02/2024 | Fri, 12/06/2024 | Wed, 12/04/2024 | 12/04/2024** |
| Mon, 12/02/2024 | Sun, 12/15/2024 | Thu, 12/12/2024 | Fri, 12/13/2024 | Mon, 12/23/2024 | Fri, 12/20/2024 | Wed, 12/18/2024 | |
| Mon, 12/16/2024 | Sun, 12/29/2024 | Mon, 12/23/2024 | Tue, 12/24/2024 | Fri, 12/27/2024 | Fri, 01/03/2025 | Wed, 12/31/2024 | |
| Mon, 12/30/2024 | Sun, 01/12/2025 | Thu, 01/09/2025 | Fri, 01/10/2025 | Mon, 01/13/2025 | Fri, 01/17/2025 | Wed, 01/15/2025 | 01/06/2025** |

Notes:

- **Peach** highlighted deadlines have submission/approval and high exception review deadlines on a day other than Friday.
- Pay Period Begin and End Dates with **red text** contains a holiday.
- Absence requests must be approved by end of day on the timesheet deadline day to be included in the absence processing for that pay period.
- Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- ****Vacation** time earned is applied to the employee's balance at the beginning of the following month.
- **PACT Date** last day to send any payroll adjustments and/or changes to timesheets to HRPC TLAM.

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| Mon, 01/13/2025 | Sun, 01/26/2025 | Thu, 01/23/2025 | Fri, 01/24/2025 | Mon, 01/27/2025 | Fri, 01/31/2025 | Wed, 01/29/2025 | |
| Mon, 01/27/2025 | Sun, 02/09/2025 | Thu, 02/06/2025 | Fri, 02/07/2025 | Mon, 02/10/2025 | Fri, 02/14/2025 | Wed, 02/12/2025 | 02/06/2025** |
| Mon, 02/10/2025 | Sun, 02/23/2025 | Thu, 02/20/2025 | Fri, 02/21/2025 | Mon, 02/24/2025 | Fri, 02/28/2025 | Wed, 02/26/2025 | |
| Mon, 02/24/2025 | Sun, 03/09/2025 | Thu, 03/06/2025 | Fri, 03/07/2025 | Mon, 03/10/2025 | Fri, 03/14/2025 | Wed, 03/12/2025 | 03/06/2025** |
| Mon, 03/10/2025 | Sun, 03/23/2025 | Thu, 03/20/2025 | Fri, 03/21/2025 | Mon, 03/24/2025 | Fri, 03/28/2025 | Wed, 03/26/2025 | |
| Mon, 03/24/2025 | Sun, 04/06/2025 | Thu, 04/03/2025 | Fri, 04/04/2025 | Mon, 04/07/2025 | Fri, 04/11/2025 | Wed, 04/09/2025 | 04/04/2025** |
| Mon, 04/07/2025 | Sun, 04/20/2025 | Thu, 04/17/2025 | Fri, 04/18/2025 | Mon, 04/21/2025 | Fri, 04/25/2025 | Wed, 04/23/2025 | |
| Mon, 04/21/2025 | Sun, 05/04/2025 | Thu, 05/01/2025 | Fri, 05/02/2025 | Mon, 05/05/2025 | Fri, 05/09/2025 | Wed, 05/07/2025 | 05/07/2025** |
| Mon, 05/05/2025 | Sun, 05/18/2025 | Thu, 05/25/2025 | Fri, 05/16/2025 | Mon, 05/19/2025 | Fri, 05/23/2025 | Wed, 05/21/2025 | |
| Mon, 05/19/2025 | Sun, 06/01/2025 | Thu, 05/29/2025 | Fri, 05/30/2025 | Mon, 06/02/2025 | Fri, 06/06/2025 | Wed, 06/04/2025 | 06/05/2025** |
| Mon, 06/02/2025 | Sun, 06/15/2025 | Thu, 06/12/2025 | Wed, 06/11/2025 | Fri, 06/13/2025 | Fri, 06/20/2025 | Wed, 06/18/2025 | |
| Mon, 06/16/2025 | Sun, 06/29/2025 | tba | tba | tba | tba | tba | |

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