

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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