

**CT PAYROLL SCHEDULE
FISCAL YEAR 2025**

| PAY # | PAY PERIOD DATES | TIMESHEET DUE IN PAYROLL OFFICE | Timesheets Due Early | PTR DUE DATE | PAY DATE |
|--------------|-------------------------|--|-----------------------------|---------------------|-----------------|
| 1 | 06/13/24 - 07/02/24 | 07/03/24 | *** | 07/04/24 | 07/10/24 |
| 2 | 07/03/24 - 07/16/24 | 07/17/24 | | 07/18/24 | 07/24/24 |
| 3 | 07/17/24 - 07/30/24 | 07/31/24 | | 08/01/24 | 08/07/24 |
| 4 | 07/31/24 - 08/13/24 | 08/14/24 | | 08/15/24 | 08/21/24 |
| 5 | 08/14/24 - 08/27/24 | 08/28/24 | *** | 08/29/24 | 09/04/24 |
| 6 | 08/28/24 - 09/10/24 | 09/11/24 | | 09/12/24 | 09/18/24 |
| 7 | 09/11/24 - 09/24/24 | 09/25/24 | | 09/26/24 | 10/02/24 |
| 8 | 09/25/24 - 10/08/24 | 10/09/24 | *** | 10/10/24 | 10/16/24 |
| 9 | 10/09/24 - 10/22/24 | 10/23/24 | | 10/24/24 | 10/30/24 |
| 10 | 10/23/24 - 11/05/24 | 11/06/24 | *** | 11/07/24 | 11/13/24 |
| 11 | 11/06/24 - 11/19/24 | 11/20/24 | | 11/21/24 | 11/27/24 |
| 12 | 11/20/24 - 12/03/24 | 12/04/24 | | 12/05/24 | 12/11/24 |
| 13 | 12/04/24 - 12/17/24 | 12/18/24 | *** | 12/19/24 | 12/25/24 |
| 14 | 12/18/24 - 12/31/24 | 01/01/25 | | 01/02/25 | 01/08/25 |
| 15 | 01/01/25 - 01/14/25 | 01/15/25 | *** | 01/16/25 | 01/22/25 |
| 16 | 01/15/25 - 01/28/25 | 01/29/25 | | 01/30/25 | 02/05/25 |
| 17 | 01/29/25 - 02/11/25 | 02/12/25 | *** | 02/13/25 | 02/19/25 |
| 18 | 02/12/25 - 02/25/25 | 02/26/25 | | 02/27/25 | 03/05/25 |
| 19 | 02/26/25 - 03/11/25 | 03/12/25 | | 03/13/25 | 03/19/25 |
| 20 | 03/12/25 - 03/25/25 | 03/26/25 | | 03/27/25 | 04/02/25 |
| 21 | 03/26/25 - 04/08/25 | 04/09/25 | | 04/10/25 | 04/16/25 |
| 22 | 04/09/25 - 04/22/25 | 04/23/25 | | 04/24/25 | 04/30/25 |
| 23 | 04/23/25 - 05/06/25 | 05/07/25 | | 05/08/25 | 05/14/25 |
| 24 | 05/07/25 - 05/20/25 | 05/21/25 | *** | 05/22/25 | 05/28/25 |
| 25 | 05/21/25 - 06/03/25 | 06/04/25 | | 06/05/25 | 06/11/25 |
| 26 | 06/04/25 - 06/17/25 | 06/18/25 | *** | 06/19/25 | 06/25/25 |
| FY26#1 | 06/18/25 - 07/01/25 | 07/02/25 | | 07/03/25 | 07/09/25 |

Time sheets are due to the Payroll Office no later than 10:00 a.m. on the due dates above unless otherwise noted.

Time sheets should be submitted in Empl ID number order.

***** Time sheets due early**