

**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF ACCOUNTS AND CONTROL**

**FY2012**

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT  
TO THE STATE CONTROLLER'S OFFICE  
FOR FISCAL YEAR ENDING JUNE 30, 2012**

PAY PERIOD #	BI-WEEKLY PAYROLL PERIOD ENDING (SATURDAY)		TRANSMIT TO CENTRAL PAYROLL		PAYDAY (FRIDAY)	
	Month	Day	Month	Day	Month	Day
1	JULY	02	JULY	05	JULY	08
2	JULY	16	JULY	18	JULY	22
3	JULY	30	AUGUST	01	AUGUST	05
4	AUGUST	13	AUGUST	15	AUGUST	19
5	AUGUST	27	AUGUST	29	SEPTEMBER	02
6	SEPTEMBER	10	SEPTEMBER	12	SEPTEMBER	16
7	SEPTEMBER	24	SEPTEMBER	26	SEPTEMBER	30
8	OCTOBER	08	OCTOBER	11	OCTOBER	14
9	OCTOBER	22	OCTOBER	24	OCTOBER	28
10	NOVEMBER	05	NOVEMBER	07	NOVEMBER	10
11	NOVEMBER	19	NOVEMBER	21	NOVEMBER	25
12	DECEMBER	03	DECEMBER	05	DECEMBER	09
13	DECEMBER	17	DECEMBER	19	DECEMBER	23
14	DECEMBER	31	JANUARY	03	JANUARY	06
15	JANUARY	14	JANUARY	17	JANUARY	20
16	JANUARY	28	JANUARY	30	FEBRUARY	03
17	FEBRUARY	11	FEBRUARY	13	FEBRUARY	17
18	FEBRUARY	25	FEBRUARY	27	MARCH	02
19	MARCH	10	MARCH	12	MARCH	16
20	MARCH	24	MARCH	26	MARCH	30
21	APRIL	07	APRIL	09	APRIL	13
22	APRIL	21	APRIL	23	APRIL	27
23	MAY	05	MAY	07	MAY	11
24	MAY	19	MAY	21	MAY	25
25	JUNE	02	JUNE	04	JUNE	08
26	JUNE	16	JUNE	18	JUNE	22
27	JUNE	30	JULY	02	JULY	06

PLEASE NOTE: Every effort must be made to transmit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be on the Monday following the payroll ending date.