

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

FY2017

SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 30, 2017

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

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.