

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

FY2021

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 30, 2021**

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

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.