



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

FY2024

SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT  
TO THE STATE CONTROLLER'S OFFICE  
FOR FISCAL YEAR ENDING JUNE 30, 2024

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

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.