

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

FY2025

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 28, 2025**

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

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.