

BUFFALO STATE UNIVERSITY

ADMINISTRATION PAYROLL CALENDAR

2024-2025

(Faculty, Staff, Graduate Assistants)

PR #	PAY PERIOD			CLASSIFIED TIME SHEETS DUE	DIRECT DEPOSIT CUTOFF	HIRE PAPERWORK DUE IN HR	CHECK DATE
1	3/28/2024	-	4/10/2024	4/17/2024	4/12/2024	3/14/2024	4/24/2024
2	4/11/2024	-	4/24/2024	5/1/2024	4/26/2024	3/28/2024	5/8/2024
3	4/25/2024	-	5/8/2024	5/15/2024	5/10/2024	4/11/2024	5/22/2024
4	5/9/2024	-	5/22/2024	5/29/2024	5/24/2024	4/25/2024	6/5/2024
5	5/23/2024	-	6/5/2024	6/12/2024	6/7/2024	5/9/2024	6/18/2024
6	6/6/2024	-	6/19/2024	6/26/2024	6/21/2024	5/23/2024	7/3/2024
7	6/20/2024	-	7/3/2024	7/10/2024	7/5/2024	6/6/2024	7/17/2024
8	7/4/2024	-	7/17/2024	7/24/2024	7/19/2024	6/20/2024	7/31/2024
9	7/18/2024	-	7/31/2024	8/7/2024	8/2/2024	7/4/2024	8/14/2024
10	8/1/2024	-	8/14/2024	8/21/2024	8/16/2024	7/18/2024	8/28/2024
11	8/15/2024	-	8/28/2024	9/4/2024	8/30/2024	8/1/2024	9/11/2024
12	8/29/2024	-	9/11/2024	9/18/2024	9/13/2024	8/15/2024	9/25/2024
13	9/12/2024	-	9/25/2024	10/2/2024	9/27/2024	8/29/2024	10/9/2024
14	9/26/2024	-	10/9/2024	10/16/2024	10/11/2024	9/12/2024	10/23/2024
15	10/10/2024	-	10/23/2024	10/30/2024	10/25/2024	9/26/2024	11/6/2024
16	10/24/2024	-	11/6/2024	11/13/2024	11/8/2024	10/10/2024	11/20/2024
17	11/7/2024	-	11/20/2024	11/27/2024	11/22/2024	10/24/2024	12/4/2024
18	11/21/2024	-	12/4/2024	12/11/2024	12/6/2024	11/7/2024	12/18/2024
19	12/5/2024	-	12/18/2024	12/25/2024	12/20/2024	11/21/2024	12/31/2024
20	12/19/2024	-	1/1/2025	1/8/2025	1/3/2025	12/5/2024	1/15/2025
21	1/2/2025	-	1/15/2025	1/22/2025	1/17/2025	12/19/2024	1/29/2025
22	1/16/2025	-	1/29/2025	2/5/2025	1/31/2025	1/2/2025	2/12/2025
23	1/30/2025	-	2/12/2025	2/19/2025	2/14/2025	1/16/2025	2/26/2025
24	2/13/2025	-	2/26/2025	3/5/2025	2/28/2025	1/30/2025	3/12/2025
25	2/27/2025	-	3/12/2025	3/19/2025	3/14/2025	2/13/2025	3/26/2025
26	3/13/2025	-	3/26/2025	4/2/2025	3/28/2025	2/27/2025	4/9/2025

Early deadline dates are indicated in **Bold**

Employees may view and print their pay statements and opt out of receiving a paper pay statement.

Please visit <https://hr.buffalostate.edu/payroll> for the NYS Payroll Online details.

To allow for processing time, Classified employees with overtime, lost time, or straight time will see those entries in the paycheck after which it was recorded in.