NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL
ADVISORY MEMORANDUM 2025-01

2800 Automated Position and
Personnel System

May 1, 2025

TO: Department and Agency Directors of Human Resources, Personnel and Affirmative Action Officers, Equal Opportunity Specialists, Diversity and Inclusion Specialists

FROM: Ben Gifford, Director of Staffing Services

SUBJECT: Fiscal Year '25-'26 Payroll Certification Schedule

The Payroll Certification Schedule for Fiscal Year '25-'26, beginning April 1, 2025, is below.

THIS MEMORANDUM AND SCHEDULE REPLACE ADVISORY MEMORANDUM #24-04 ISSUED June 24, 2024, AND ITS ATTACHED SCHEDULE. PLEASE REMOVE ADVISORY MEMORANDUM #24-04 AND SCHEDULE.

Agencies must adhere to the deadlines below to achieve on-time payroll certification. See below for additional information on late transaction submittals.

PAYROLL DEADLINES

The Department of Civil Service requires five working days to process and certify the payroll. Based on the Office of the State Comptroller's (OSC) deadlines, we must establish the normal payroll due date as the Friday prior to the last date of the payroll period. Agencies are required to submit their payroll to this Department by the NYSTEP Transaction Cutoff Date, including coding of substantiating eligible list certifications in ELMS or submission of substantiating paperwork such as S-203's. On the Friday after the end of the payroll period, this Department will certify the payroll to OSC.

PROCESS CHANGES FOR LATE TRANSACTION SUBMITTALS

We recognize that on rare occasions agencies may need to submit late transactions (e.g., for unexpected returns from leaves). While we will accept

transactions that cannot be submitted by the payroll deadline, it is imperative that agencies limit the transactions submitted after the deadline to those that are absolutely necessary due to unforeseeable or unavoidable circumstances. These late transactions must be submitted no later than **Tuesday** after the DCS Friday payroll deadline to ensure certification to OSC by the following Friday.

If a transaction must be submitted late, please provide by email the last four digits of the employee's social security number, name, action/reason code, and date the transaction was submitted to your Appointment Examiner. Transactions affecting paychecks or pay status will be processed first.
If there is a critical problem with the transaction that cannot be resolved by the certification date, the transaction will be denied.

To ensure adherence to these deadlines, we will be changing the way we process any new hire/rehire transaction submitted after the Tuesday cutoff. If there is insufficient time to obtain this Department's required approvals before the payroll must be certified, the transaction will be approved with temporary status for one pay period for the purpose of producing a check. The agency must resubmit the original transaction in the next pay period and receive the necessary approvals from this Department in order for the transaction to be approved.

Transactions that are not certified to OSC and/or do not affect paychecks will be processed on an "as time allows" basis. Transactions that are not completed by the time the payroll is certified will be held and worked with the agency's next payroll (e.g., change of hold item, change contingent to permanent status).

FREEZE WAIVERS/EXEMPTIONS

Refer to Budget Bulletin B-1224 (Revised) for the most recent information on the extension of the Statewide Hiring Freeze.

REMINDERS

OSC uses the "Appointment End Date Report" to determine one category of checks which could be withheld. For each lag ADM/INS pay period, OSC creates a report, which covers two weeks, beginning one day before the start of the pay period and ending one day before the end of the pay period. It then advises agencies that, in the absence of an extension of the employees' end dates, checks for employees will be held. Generating the same report for your agency can alert you to NYSTEP transactions which need to be submitted before OSC notifies you that check(s) may be held.

NYSTEP guidelines for early submission of transactions will not be affected by the payroll deadline schedule. Agencies may still submit transactions up to 30 days in advance of the effective date or, in the case of transactions requiring clearance, as soon as a clearance number has been obtained.

The PayServ submission schedule is not affected by this notice. Agencies should continue to submit transactions to PayServ based on the submission schedule issued by the Office of the State Comptroller.

Questions regarding the implementation of the payroll deadline schedule can be directed to Korynn Holdridge at (518) 473-9950.

Please ensure that all members of personnel and payroll staff have copies of this information.

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DCS AGENCY PAYROLL CERTIFICATION SCHEDULE

FY 25 – 26 LAG - Early Payroll deadlines indicated in **bold print**

Pay Period	Pay Period Dates	NYSTEP Transaction Cut-off Date	LATE Submittal	Payroll Certified to OSC	Check Date
Adm 1	03/27-04/09	04/04	4/09	04/11	04/23
Inst 1	04/03-04/16	04/11	4/16	04/18	05/01
Adm 2	04/10-04/23	04/18	4/23	04/25	05/07
Inst 2	04/17-04/30	04/25	4/30	05/02	05/15
Adm 3	04/24-05/07	05/02	5/07	05/09	05/21
Inst 3	05/01-05/14	05/09	5/14	05/16	05/29
Adm 4	05/08-05/21	05/16	5/21	05/23	06/04
Inst 4	05/15-05/28	**05/22**	5/28	05/30	06/12
Adm 5	05/22-06/04	05/30	6/04	06/06	06/18
Inst 5	05/29-06/11	06/06	6/11	06/13	06/26
Adm 6	06/05-06/18	06/13	6/18	06/20	07/02
Inst 6	06/12-06/25	06/20	6/25	06/27	07/10
Adm 7	06/19-07/02	06/27	7/02	07/04	07/16
Inst 7	06/26-07/09	**07/03**	7/09	07/11	07/24
Adm 8	07/03-07/16	07/11	7/16	07/18	07/30
Inst 8	07/10-07/23	07/18	7/23	07/25	08/07
Adm 9	07/17-07/30	07/25	7/30	08/01	08/13
Inst 9	07/24-08/06	08/01	8/06	08/08	08/21
Adm 10	07/31-08/13	08/08	8/13	08/15	08/27
Inst 10	08/07-08/20	08/15	8/20	08/22	09/04
Adm 11	08/14-08/27	08/22	8/27	08/29	09/10
Inst 11	08/21-09/03	**08/28**	9/03	09/05	09/18
Adm 12	08/28-09/10	09/05	9/10	09/12	09/24
Inst 12	09/04-09/17	09/12	9/17	09/19	10/02
Adm 13	09/11-09/24	09/19	9/24	09/26	10/08
Inst 13	09/18-10/01	09/26	10/01	10/03	10/16
Adm 14	09/25-10/08	10/03	10/08	10/10	10/22

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Inst 14	10/02-10/15	**10/09**	10/15	10/17	10/30
Adm 15	10/09-10/22	10/17	10/22	10/24	11/05
Inst 15	10/16-10/29	10/24	10/29	10/31	11/13
Adm 16	10/23-11/05	**10/30**	11/05	11/07	11/19
Inst 16	10/30-11/12	11/07	11/12	11/14	11/26
Adm 17	11/06-11/19	11/14	11/19	11/21	12/03
Inst 17	11/13-11/26	**11/20**	11/26	11/28	12/11
Adm 18	11/20-12/03	11/28	12/03	12/05	12/17
Inst 18	11/27-12/10	12/05	12/10	12/12	12/24
Adm 19	12/04-12/17	12/12	12/17	12/19	12/31
Inst 19	12/11-12/24	**12/18**	12/24	12/26	01/08
Adm 20	12/18/25-12/31/25	**12/25**	12/31	01/02	01/14
Inst 20	12/25/25-01/07/26	01/02	1/07	01/09	01/22
Adm 21	01/01-01/14	01/09	1/14	01/16	01/28
Inst 21	01/08-01/21	**01/15**	1/21	01/23	02/05
Adm 22	01/15-01/28	01/23	1/28	01/30	02/11
Inst 22	01/22-02/04	01/30	2/04	02/06	02/19
Adm 23	01/29-02/11	**02/05**	2/11	02/13	02/25
Inst 23	02/05-02/18	02/13	2/18	02/20	03/05
Adm 24	02/12-02/25	02/20	2/25	02/27	03/11
Inst 24	02/19-03/04	02/27	3/04	03/06	03/19
Adm 25	02/26-03/11	03/06	3/11	03/13	03/25
Inst 25	03/05-03/18	03/13	3/18	03/20	04/02
Adm 26	03/12-03/25	03/20	3/25	03/27	04/08
Inst 26	03/19-04/01	03/27	4/01	04/03	04/16