

**The City College of New York - Payroll Office**  
**TAX-LEVY PAYROLL SCHEDULE AUGUST 2020 - JUNE 2021**  
**FOR NYSHIP DOCTORAL STUDENT USE ONLY**

<b>PP No.</b>	<b>DUE DATE</b>	<b>START OF PP</b>	<b>END OF PP</b>	<b>CHECK DATE</b>	<b>Suggested Hours</b>
13	08/31/20	<b>08/27/20</b>	<b>08/29/20</b>	09/24/20	4
14	09/14/20	08/30/20	09/12/20	10/08/20	4
15	09/28/20	09/13/20	09/26/20	10/22/20	4
16	10/12/20	09/27/20	10/10/20	11/05/20	4
17	10/26/20	10/11/20	10/24/20	11/19/20	4
18	11/09/20	10/25/20	11/07/20	12/03/20	4
19	11/23/20	<b>11/08/20</b>	<b>11/14/20</b>	12/17/20	4
20	12/07/20	11/22/20	12/05/20	<b>12/31/2020*</b>	4
21	12/21/20	12/06/20	12/19/20	01/14/21	4
22	01/04/21	12/20/20	01/02/21	01/28/21	4
23	01/18/21	01/03/21	01/16/21	02/11/21	6

**Total** **46**

<b>PP No.</b>	<b>DUE DATE</b>	<b>START OF PP</b>	<b>END OF PP</b>	<b>CHECK DATE</b>	<b>Suggested Hours</b>
24	02/01/21	01/29/21	01/30/21	02/25/21	4
25	<b>02/16/2021*</b>	01/31/21	02/13/21	03/11/21	4
26	03/01/21	02/14/21	02/27/21	03/25/21	4
1	03/15/21	02/28/21	03/13/21	04/08/21	4
2	03/29/21	03/14/21	03/27/21	04/22/21	4
3	04/14/21	03/28/21	04/10/21	05/06/21	6
4	04/26/21	04/11/21	04/24/21	05/20/21	6
5	05/10/21	04/25/21	05/08/21	06/03/21	6
6	05/24/21	05/09/21	05/22/21	06/17/21	7.5

**Total** **45.5**

**Total Hours for Fall & Spring** **91.5**

**\*Indicates irregular check availability dates due to holiday and school closures.**

In order to avoid a delay in payment, timesheets must be submitted by close of business on the specified due date. Timesheets received after the due date will be processed for the next available pay date.

Under NYS Labor Law, employees must not work more than five hours without taking a thirty minute unpaid break.

Any questions, please contact the payroll office at (212) 650-7238.

**Fall Appointment Dates: 8/26/2020-1/28/2021- Spring Appointment Dates: 1/29/2021-5/28/2021**

**Note:** Unless the employee opts out, summer premiums will be deducted during the Spring semester. Please ensure timesheets are submitted on time to avoid a lapse in on time to avoid a lapse in health coverage.