



**2022 SCHEDULE OF PAYDATES
FOR NON - TAX LEVY HOURLY EMPLOYEES**

*ALL EMPLOYEES WILL BE PAID ON THE 15th AND THE LAST DAY OF EVERY MONTH**

**Deadline dates for
submitting time cards into
PAYCHEX FLEX:**

PAY PERIOD COVERED:

PAY DATES:

January	03, 2022	12/16/2021 - 12/31/2021	January	14, 2022
January	18, 2022	1/01/2022 - 1/15/2022	January	31, 2022
February	01, 2022	1/16/2022 - 1/31/2022	February	15, 2022
February	16, 2022	2/01/2022 - 2/15/2022	February	28, 2022
March	01, 2022	2/16/2022 - 2/28/2022	March	15, 2022
March	16, 2022	3/01/2022 - 3/15/2022	March	31, 2022
April	01, 2022	3/16/2022 - 3/31/2022	April	15, 2022
April	18, 2022	4/01/2022 - 4/15/2022	April	29, 2022
May	02, 2022	4/16/2022 - 4/30/2022	May	13, 2022
May	16, 2022	5/01/2022 - 5/15/2022	May	31, 2022
June	01, 2022	5/16/2022 - 5/31/2022	June	15, 2022
June	16, 2022	6/01/2022 - 6/15/2022	June	30, 2022
July	05, 2022	6/16/2022 - 6/30/2022	July	14, 2022
July	18, 2022	7/01/2022 - 7/15/2022	July	28, 2022
August	01, 2022	7/16/2022 - 7/31/2022	August	15, 2022
August	16, 2022	8/01/2022 - 8/15/2022	August	31, 2022
September	01, 2022	8/16/2022 - 8/31/2022	September	15, 2022
September	16, 2022	9/01/2022 - 9/15/2022	September	30, 2022
October	03, 2022	9/16/2022 - 9/30/2022	October	14, 2022
October	17, 2022	10/01/2022 - 10/15/2022	October	31, 2022
November	01, 2022	10/16/2022 - 10/31/2022	November	15, 2022
November	16, 2022	11/01/2022 - 11/15/2022	November	30, 2022
December	01, 2022	11/16/2022 - 11/30/2022	December	15, 2022
December	16, 2022	12/01/2022-12/15/2022	December	30, 2022

*Changes due to Holidays.

SUPERVISORS PLEASE NOTE:

Late submission of time cards in Paychex to Payroll Services will delay the employees' paycheck until the following pay date. To avoid the inconvenience of employees not being paid on time, time cards must be submitted on time.

NEW YORK STATE LABOR LAW COMPLIANCE

Under New York State Labor Law, employees may not work more than five (5) hours without a meal break. The meal period, a minimum of thirty minutes is unpaid.

If you do not have direct deposit, paychecks will be mailed to the home address on file.

Should you have any questions, please contact Payroll Services at 212-650-7238.



**2022 SCHEDULE OF PAYDATES FOR
NON - TAX LEVY EMPLOYEES - SALARIED EMPLOYEES**

*ALL EMPLOYEES WILL BE PAID ON THE 15th AND THE LAST DAY OF EVERY MONTH**

PAY DATES:

January	14, 2022
February	15, 2022
March	15, 2022
April	15, 2022
May	13, 2022
June	15, 2022
July	14, 2022
August	15, 2022
September	15, 2022
October	14, 2022
November	15, 2022
December	15, 2022

PAY DATES:

January	31, 2022
February	28, 2022
March	31, 2022
April	29, 2022
May	31, 2022
June	30, 2022
July	28, 2022
August	31, 2022
September	30, 2022
October	31, 2022
November	30, 2022
December	30, 2022

*Changes due to Holidays.

SUPERVISORS PLEASE NOTE:

Late submission of timesheets to the Payroll Office will delay the employees' pay until the following pay date. To avoid the inconvenience of employees not being paid on time, timesheets must be submitted on time.

NEW YORK STATE LABOR LAW COMPLIANCE

Under New York State Labor Law, employees may not work more than five (5) hours without a meal break. The meal period, a minimum of thirty minutes is unpaid

If you do not have direct deposit, paychecks must be picked up at the Bursar's office, Room A-103.

Should you have any questions, please contact the Payroll Office at 212-650-7238.