



**2023 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	02, 2023	12/16/2022 - 12/31/2022	January	13, 2023
January	17, 2023	1/01/2023 - 1/15/2023	January	31, 2023
February	01, 2023	1/16/2023 - 1/31/2023	February	15, 2023
February	16, 2023	2/01/2023 - 2/15/2023	February	28, 2023
March	01, 2023	2/16/2023 - 2/28/2023	March	15, 2023
March	16, 2023	3/01/2023 - 3/15/2023	March	31, 2023
April	03, 2023	3/16/2023 - 3/31/2023	April	14, 2023
April	17, 2023	4/01/2023 - 4/15/2023	April	28, 2023
May	01, 2023	4/16/2023 - 4/30/2023	May	15, 2023
May	16, 2023	5/01/2023 - 5/15/2023	May	31, 2023
June	01, 2023	5/16/2023 - 5/31/2023	June	15, 2023
June	20, 2023	6/01/2023 - 6/15/2023	June	29, 2023
July	03, 2023	6/16/2023 - 6/30/2023	July	13, 2023
July	17, 2023	7/01/2023 - 7/15/2023	July	31, 2023
August	01, 2023	7/16/2023 - 7/31/2023	August	15, 2023
August	16, 2023	8/01/2023 - 8/15/2023	August	31, 2023
September	01, 2023	8/16/2023 - 8/31/2023	September	15, 2023
September	18, 2023	9/01/2023 - 9/15/2023	September	29, 2023
October	02, 2023	9/16/2023 - 9/30/2023	October	13, 2023
October	16, 2023	10/01/2023 - 10/15/2023	October	31, 2023
November	01, 2023	10/16/2023 - 10/31/2023	November	15, 2023
November	16, 2023	11/01/2023 - 11/15/2023	November	30, 2023
December	01, 2023	11/16/2023 - 11/30/2023	December	15, 2023
December	18, 2023	12/01/2023-12/15/2023	December	29, 2023

*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.



**2023 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	13, 2023
February	15, 2023
March	15, 2023
April	14, 2023
May	15, 2023
June	15, 2023
July	13, 2023
August	15, 2023
September	15, 2023
October	13, 2023
November	15, 2023
December	15, 2023

PAY DATES:

January	31, 2023
February	28, 2023
March	31, 2023
April	28, 2023
May	31, 2023
June	29, 2023
July	31, 2023
August	31, 2023
September	29, 2023
October	31, 2023
November	30, 2023
December	29, 2023

*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.