



**2024 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, 2024	12/16/2023 - 12/31/2023	January	12, 2024
January	16, 2024	1/01/2024 - 1/15/2024	January	31, 2024
February	01, 2024	1/16/2024 - 1/31/2024	February	15, 2024
February	16, 2024	2/01/2024 - 2/15/2024	February	29, 2024
March	01, 2024	2/16/2024 - 2/29/2024	March	15, 2024
March	18, 2024	3/01/2024 - 3/15/2024	March	29, 2024
April	01, 2024	3/16/2024 - 3/31/2024	April	15, 2024
April	16, 2024	4/01/2024 - 4/15/2024	April	30, 2024
May	01, 2024	4/16/2024 - 4/30/2024	May	15, 2024
May	16, 2024	5/01/2024 - 5/15/2024	May	31, 2024
June	03, 2024	5/16/2024 - 5/31/2024	June	13, 2024
June	17, 2024	6/01/2024 - 6/15/2024	June	27, 2024
July	01, 2024	6/16/2024 - 6/30/2024	July	15, 2024
July	16, 2024	7/01/2024 - 7/15/2024	July	31, 2024
August	01, 2024	7/16/2024 - 7/31/2024	August	15, 2024
August	16, 2024	8/01/2024 - 8/15/2024	August	30, 2024
September	03, 2024	8/16/2024 - 8/31/2024	September	13, 2024
September	16, 2024	9/01/2024 - 9/15/2024	September	30, 2024
October	01, 2024	9/16/2024 - 9/30/2024	October	15, 2024
October	16, 2024	10/01/2024 - 10/15/2024	October	31, 2024
November	01, 2024	10/16/2024 - 10/31/2024	November	15, 2024
November	18, 2024	11/01/2024 - 11/15/2024	November	27, 2024*
December	02, 2024	11/16/2024 - 11/30/2024	December	13, 2024
December	16, 2024	12/01/2024-12/15/2024	December	30, 2024*

*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.



**2024 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	12, 2024
February	15, 2024
March	15, 2024
April	15, 2024
May	15, 2024
June	13, 2024
July	15, 2024
August	15, 2024
September	13, 2024
October	15, 2024
November	15, 2024
December	13, 2024

PAY DATES:

January	31, 2024
February	29, 2024
March	29, 2024
April	30, 2024
May	31, 2024
June	27, 2024
July	31, 2024
August	30, 2024
September	30, 2024
October	31, 2024
November	27, 2024*
December	30, 2024*

*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.