

The City College of New York - Payroll Office
FOR NYSHIP DOCTORAL STUDENT Family Insurance USE ONLY
TAX-LEVY PAYROLL SCHEDULE January 2025 - May 2025

| PP No. | DUE DATE | START OF PP | END OF PP | CHECK DATE | Hours |
|--------|----------|-------------|-----------|------------|-------|
| 25 | 02/10/25 | 01/26/25 | 02/08/25 | 03/06/25 | 5 |
| 26 | 02/24/25 | 02/09/25 | 02/22/25 | 03/20/25 | 5 |
| 1 | 03/10/25 | 02/23/25 | 03/08/25 | 04/03/25 | 5 |
| 2 | 03/24/25 | 03/09/25 | 03/22/25 | 04/17/25 | 5 |
| 3 | 04/07/25 | 03/23/25 | 04/05/25 | 05/01/25 | 5 |
| 4 | 04/21/25 | 04/06/25 | 04/19/25 | 05/15/25 | 16 |
| 5 | 05/05/24 | 04/20/25 | 05/03/25 | 05/29/25 | 16 |
| 6 | 05/19/25 | 05/04/25 | 05/17/25 | 06/12/25 | 16 |
| 7 | 06/02/25 | 05/18/25 | 05/31/25 | 06/26/25 | 13 |

Total: 86

Spring Appointment Dates: 1/25/2025 through 5/22/2025

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

• **PLEASE NOTE**, failure to adhere to the above schedule will lead to one or more of the following occurrences:

1. A lapse in health insurance coverage.
2. Retroactive termination of health insurance coverage to the date of the last submitted timesheet - this may effect pending health insurance claims or the member's ability to see a physician.
3. The member accruing an outstanding balance on their account and being liable for payment directly to New York State Civil Service.

• Timesheets must be submitted by close of business on the specified due date above. 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.

• Please see below the Electronical Timesheet Portal link below:

https://portal.ccny.cuny.edu/depts/hr/timesheet_hr/signin.php

For any questions and concerns please contact Human Resources at 212-650-7226 or send an email to doctoralstudentappts@ccny.cuny.edu