



2025 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, 2025	12/16/2024 - 12/31/2024	January	15, 2025
January	16, 2025	1/01/2025 - 1/15/2025	January	31, 2025
February	03, 2025	1/16/2025 - 1/31/2025	February	14, 2025
February	18, 2025	2/01/2025 - 2/15/2025	February	28, 2025
March	03, 2025	2/16/2025 - 2/28/2025	March	14, 2025
March	17, 2025	3/01/2025 - 3/15/2025	March	31, 2025
April	01, 2025	3/16/2025 - 3/31/2025	April	15, 2025
April	16, 2025	4/01/2025 - 4/15/2025	April	30, 2025
May	01, 2025	4/16/2025 - 4/30/2025	May	15, 2025
May	16, 2025	5/01/2025 - 5/15/2025	May	30, 2025
June	02, 2025	5/16/2025 - 5/31/2025	June	12, 2025
June	16, 2025	6/01/2025 - 6/15/2025	June	30, 2025
July	01, 2025	6/16/2025 - 6/30/2025	July	15, 2025
July	16, 2025	7/01/2025 - 7/15/2025	July	31, 2025
August	01, 2025	7/16/2025 - 7/31/2025	August	15, 2025
August	18, 2025	8/01/2025 - 8/15/2025	August	29, 2025
September	02, 2025	8/16/2025 - 8/31/2025	September	15, 2025
September	16, 2025	9/01/2025 - 9/15/2025	September	30, 2025
October	01, 2025	9/16/2025 - 9/30/2025	October	15, 2025
October	16, 2025	10/01/2025 - 10/15/2025	October	31, 2025
November	03, 2025	10/16/2025 - 10/31/2025	November	14, 2025
November	17, 2025	11/01/2025 - 11/15/2025	November	26, 2025*
December	01, 2025	11/16/2025 - 11/30/2025	December	15, 2025
December	16, 2025	12/01/2025 - 12/15/2025	December	30, 2025*

*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.



**2025 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	15, 2025	January	31, 2025
February	14, 2025	February	28, 2025
March	14, 2025	March	31, 2025
April	15, 2025	April	30, 2025
May	15, 2025	May	30, 2025
June	12, 2025	June	30, 2025
July	15, 2025	July	31, 2025
August	15, 2025	August	29, 2025
September	15, 2025	September	30, 2025
October	15, 2025	October	31, 2025
November	14, 2025	November	26, 2025*
December	15, 2025	December	30, 2025*

*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 will be mailed to the home address on file.

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