

**The City College of New York - Payroll Office**  
**FOR NYSHIP DOCTORAL STUDENT Individual Insurance USE ONLY**  
**TAX-LEVY PAYROLL SCHEDULE January 2026 - May 2026**

PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Hours
25	02/09/26	01/25/26	02/07/26	03/05/26	4
26	02/23/26	02/08/26	02/21/26	03/19/26	4
27	03/09/26	02/22/26	03/07/26	04/02/26	4
28	03/23/26	03/08/26	03/21/26	04/16/26	4
29	04/06/26	03/22/26	04/04/26	04/30/26	4
30	04/20/26	04/05/26	04/18/26	05/14/26	6
31	05/04/26	04/19/26	05/02/26	05/28/26	6
32	05/18/26	05/03/26	05/16/26	06/11/26	6
33	06/01/26	05/17/26	05/30/26	06/25/26	6

**Total: 44**

**Spring Appointment Dates: 1/26/2026 through 5/26/2026**

**\*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](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](mailto:doctoralstudentappts@ccny.cuny.edu)

12/02/2026