

**CITY COLLEGE OF NEW YORK
2016 SCHEDULE OF PAYDATES
FOR NON TAX LEVY EMPLOYEES**

*ALL EMPLOYEES WILL BE PAID ON THE 15th AND THE LAST DAY OF EVERY MONTH**

**HOURLY EMPLOYEES
COLLEGE ASSTS, STUDENT AIDES, TUTORS, NON TEACHING HRLY
& STUDENT ASSISTANTSHIPS**

DATES FOR SUBMITTING
TIMESHEETS TO THE
PAYROLL OFFICE:

PERIOD COVERED:

PAY DATES:

January	19,2016	1/1/16- 1/15/16	January	29,2016*
February	1,2016	1/16/16- 1/31/16	February	11,2016*
February	16,2016	2/1/16- 2/15/16	February	29,2016
March	1,2016	2/16/16 – 2/29/16	March	15,2016
March	16,2016	3/1/16 – 3/15/16	March	31, 2016
April	1,2016	3/16/16 – 3/31/2016	April	15,2016
April	18,2016	4/1/2016 – 4/15/2016	April	29, 2016*
May	2,2016	4/16/2016 – 4/30/2016	May	13, 2016*
May	16, 2016	5/1/2016 – 5/15/2016	May	31, 2016
June	1, 2016	5/16/2016 – 5/31/2016	June	15, 2016
June	16, 2016	6/1/2016- 6/15/2016	June	30, 2016
July	1, 2016	6/16/2016 – 6/30/2016	July	15, 2016

PAYDATES FOR SALARIED NON TAX-LEVY EMPLOYEES

January	15,2015	January	29,2016*
February	11,2016*	February	29,2016
March	15,2016	March	31, 2016
April	15,2016	April	29, 2016*
May	13, 2016*	May	31, 2016
June	15, 2016	June	30, 2016

* Indicates situations in which the 15th or the last day of the month falls on a weekend or non business day. In these situations the pay day will be on the last business day before the break.

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