

**CITY COLLEGE OF NEW YORK
2017 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	17, 2017	1/1/17- 1/15/17	January	31,2017
February	1, 2017	1/16/17- 1/31/17	February	15,2017
February	16, 2017	2/1/17- 2/15/17	February	28,2017
March	1, 2017	2/16/17 – 2/28/17	March	15,2017
March	16, 2017	3/2/17 – 3/15/17	March	31, 2017
April	3, 2017	3/16/17 – 3/31/2017	April	14,2017*
April	17, 2017	4/1/2017 – 4/15/2017	April	28, 2017*
May	1, 2017	4/16/2017 – 4/30/2017	May	15, 2017
May	16, 2017	5/1/2017 – 5/15/2017	May	31, 2017
June	1, 2017	5/16/2017 – 5/31/2017	June	15, 2017
June	16, 2017	6/1/2017- 6/15/2017	June	29, 2017*
July	3, 2017	6/16/2017 – 6/30/2017	July	13, 2017*
July	17, 20117	7/1/2017-7/15/2017	July	31, 2017
August	1, 2017	7/16/17-7/31/17	August	15, 2017
August	31, 2017	8/1/17-8/15/17	August	31, 2017
September	1, 2017	8/16/17-8/31/17	September	15,2017
September	18,2017	9/1/17-9/15/17	September	29, 2017*
October	2, 2017	9/16/17-9/30/17	October	13,2017*
October	16, 2017	10/1/17-10/15/17	October	31, 2017
November	1, 2017	10/16/17-10/31/17	November	15, 2017
November	16, 2017	11/1/17-11/15/17	November	30, 2017
December	1, 2017	11/16/17-11/30/17	December	15, 2017
December	18, 2017	12/1/17-12/15/17	December	28, 2017*

PAYDATES FOR SALARIED NON TAX-LEVY EMPLOYEES

January	13, 2017	January	31, 2017
February	15, 2017	February	28, 2017
March	15, 2017	March	31, 2017
April	14, 2017*	April	28, 2017*
May	15, 2017	May	31, 2017
June	15, 2017	June	29, 2017*
July	13, 2017*	July	31, 2017
August	15, 2017	August	31, 2017
September	15, 2017	September	29, 2017*
October	13, 2017*	October	31, 2017
November	15, 2017	November	30, 2017
December	15, 2017	December	28, 2017*

* 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