

**2019 SCHEDULE OF PAYDATES
FOR NON-TAX LEVY- HOURLY EMPLOYEES:
COLLEGE ASSISTANTS, STUDENT AIDES, TUTORS,
NON -TEACHING HOURLY & STUDENT ASSISTANTSHIPS**

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

**DATES FOR SUBMITTING
TIMESHEETS TO THE
PAYROLL OFFICE- SH 92:**

PAY PERIOD COVERED:

PAY DATES:

January	02, 2019	12/16/2018 - 12/31/2018	January	15, 2019
January	16, 2019	1/01/2019 - 1/15/2019	January	31, 2019
February	01, 2019	1/16/2019 - 1/31/2019	February	15, 2019
February	19, 2019	2/01/2019 - 2/15/2019	February	28, 2019
March	01, 2019	2/16/2019 - 2/28/2019	March	15, 2019
March	18, 2019	3/01/2019 - 3/15/2019	March	29, 2019*
April	01, 2019	3/16/2019 - 3/31/2019	April	15, 2019
April	16, 2019	4/01/2019 - 4/15/2019	April	30, 2019
May	01, 2019	4/16/2019 - 4/30/2019	May	15, 2019
May	16, 2019	5/01/2019 - 5/15/2019	May	31, 2019
June	03, 2019	5/16/2019 - 5/31/2019	June	14, 2019*
June	17, 2019	6/01/2019 - 6/15/2019	June	27, 2019*
July	01, 2019	6/16/2019 - 6/30/2019	July	15, 2019
July	16, 2019	7/01/2019 - 7/15/2019	July	31, 2019
August	01, 2019	7/16/2019 - 7/31/2019	August	15, 2019
August	16, 2019	8/01/2019 - 8/15/2019	August	30, 2019*
September	03, 2019	8/16/2019 - 8/31/2019	September	13, 2019*
September	16, 2019	9/01/2019 - 9/15/2019	September	30, 2019
October	01, 2019	9/16/2019 - 9/30/2019	October	15, 2019
October	16, 2019	10/01/2019 - 10/15/2019	October	31, 2019
November	01, 2019	10/16/2019 - 10/31/2019	November	15, 2019
November	18, 2019	11/01/2019 - 11/15/2019	November	27, 2019*
December	02, 2019	11/16/2019 - 11/30/2019	December	13, 2019*
December	16, 2019	12/01/2019-12/15/2019	December	30, 2019

*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 must be picked up at the Bursar's office, Room A-103.

Should you have any questions, please contact payroll services at 212-650-7238.

The City College
of New York

**2019 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, 2019	January	31, 2019
February	15, 2019	February	28, 2019
March	15, 2019	March	29, 2019*
April	15, 2019	April	30, 2019
May	15, 2019	May	31, 2019
June	14, 2019*	June	27, 2019*
July	15, 2019	July	31, 2019
August	15, 2019	August	30, 2019*
September	13, 2019*	September	30, 2019
October	15, 2019	October	31, 2019
November	15, 2019	November	27, 2019
December	13, 2019*	December	30, 2019

PAY DATES:

*Changes due to Holidays

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