CITY COLLEGE OF NEW YORK
2009 – 2010 SCHEDULE OF PAYDATES
FOR NON TAX LEVY EMPLOYEES
FULL TIME FACULTY, STAFF AND ADJUNCTS
MONTHLY PAYROLL

JULY	31, 2009	JANUARY	29, 2010
AUGUST	31, 2009	FEBRUARY	26, 2010
SEPTEMBER	30, 2009	MARCH	31, 2010
OCTOBER	30, 2009	APRIL	30, 2010
NOVEMBER	30, 2009	MAY	31, 2010
DECEMBER	30, 2009	JUNE	30, 2010

HOURLY EMPLOYEES
PAID ON THE FIRST FRIDAY AFTER THE 15TH OF THE MONTH
COLLEGE ASSTS., STUDENT AIDES, TUTORS, & NON TEACHING HRY

DATES FOR SUBMITTING TIMESHEETS TO THE **PAYROLL OFFICE:**		**PERIOD COVERED:**		**PAY/DATES:**
JULY	1, 2009	06/01/09 - 06/30/09	JULY	17, 2009
AUGUST	3, 2009	07/01/09 - 07/31/09	AUGUST	21, 2009
SEPTEMBER	1, 2009	08/03/09 - 08/31/09	SEPTEMBER	18, 2009
OCTOBER	1, 2009	09/01/09 - 09/30/09	OCTOBER	16, 2009
NOVEMBER	2, 2009	10/1/09 - 10/30/09	NOVEMBER	20, 2009
DECEMBER	1, 2009	11/02/09 -11/30/09	DECEMBER	18, 2009
JANUARY	4, 2010	12/01/09 -12/31/09 *	JANUARY	22, 2010
FEBRUARY	1, 2010	01/04/10 - 01/29/10	FEBRUARY	19, 2010
MARCH	1, 2010	02/01/10 - 02/26/10	MARCH	19, 2010
APRIL	1, 2010	03/01/10 - 03/31/10	APRIL	16, 2010
MAY	3, 2010	04/01/10 - 04/30/10	MAY	21, 2010
JUNE	1, 2010	05/03/10 - 05/31/10	JUNE	18, 2010

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.