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 | 16, 2018 | 1/1/18- 1/15/18 | January | 31,2018 |
| February | 1, 2018 | 1/16/18- 1/31/18 | February | 15,2018 |
| February | 16, 2018 | 2/1/18- 2/15/18 | February | 28,2018 |
| March | 1, 2018 | 2/16/18 – 2/28/18 | March | 15,2018 |
| March | 16, 2018 | 3/1/18 – 3/15/18 | March | 30, 2018 |
| April | 2, 2018 | 3/16/18 – 3/31/2018 | April | 13,2018\* |
| April | 16, 2018 | 4/1/2018 – 4/15/2018 | April | 30, 2018 |
| May | 1, 2018 | 4/16/2018 – 4/30/2018 | May | 15, 2018 |
| May | 16, 2018 | 5/1/2018 – 5/15/2018 | May | 31, 2018 |
| June | 1, 2018 | 5/16/2018 – 5/31/2018 | June | 15, 2018 |
| June | 18, 2018 | 6/1/2018- 6/15/2018 | June | 28, 2018\* |
| July | 2, 2018 | 6/16/2018 – 6/30/2018 | July | 12, 2018\* |
| July | 16, 2018 | 7/1/2018-7/15/2018 | July  | 31, 2018 |
| August | 1, 2018 | 7/16/18-7/31/18 | August | 15, 2018 |
| August | 16, 2018 | 8/1/18-8/15/18 | August | 31, 2018 |
| September | 4, 2017 | 8/16/18-8/31/18 | September | 14,2018\* |
| September | 17,2018 | 9/1/18-9/15/18 | September | 28, 2018\* |
| October | 1, 2018 | 9/16/18-9/30/18 | October | 15,2018 |
| October | 16, 2018 | 10/1/18-10/15/18 | October | 31, 2018 |
| November | 1, 2018 | 10/16/18-10/31/18 | November  | 15, 2018 |
| November | 16, 2018 | 11/1/18-11/15/18 | November | 30, 2018 |
| December | 3, 2018 | 11/16/18-11/30/18 | December | 14, 2018\* |
| December | 17, 2018 | 12/1/17-12/15/18 | December | 28, 2018\* |
|  |  |  |  |  |
|  |  |  |  |  |

**PAYDATES FOR SALARIED NON TAX-LEVY EMPLOYEES**

|  |  |  |  |
| --- | --- | --- | --- |
| January | 12, 2018 | January | 31, 2018 |
| February | 15, 2018 | February | 28, 2018 |
| March | 15, 2018 | March | 30, 2018 |
| April | 13, 2018\* | April | 30, 2018\* |
| May | 15, 2018 | May | 31, 2018 |
| June | 15, 2018 | June | 28, 2018\* |
| July | 12, 2018\* | July | 31, 2018 |
| August | 15, 2018 | August | 31, 2018 |
| September | 14, 2018\* | September | 28, 2018\* |
| October | 15, 2018 | October | 31, 2018 |
| November | 15, 2018 | November | 30, 2018 |
| December | 14, 2018\* | December | 28, 2018\* |

\* 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