

The City College of New York - Payroll Office
TAX-LEVY PAYROLL SCHEDULE AUGUST 2021 - JUNE 2022
FOR NYSHIP DOCTORAL STUDENT USE ONLY- Revised 9/1/2021

PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Suggested Hours
13	08/31/21	08/25/21	08/28/21	09/23/21	5
14	09/13/21	08/29/21	09/11/21	10/07/21	5
15	09/27/21	09/12/21	09/25/21	10/21/21	5
16	10/12/21	09/26/21	10/09/21	11/04/21	5
17	10/25/21	10/10/21	10/23/21	11/18/21	5
18	11/08/21	10/24/21	11/06/21	12/02/21	4
19	11/22/21	11/07/21	11/20/21	12/16/21	4
20	12/06/21	11/21/21	12/04/21	12/30/2021*	4
21	12/20/21	12/05/21	12/18/21	01/13/22	4
22	01/03/22	12/19/21	01/01/22	01/27/22	4
23	01/18/22	01/02/22	01/15/22	02/10/22	4

Total **49**

PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Suggested Hours
24	01/31/22	01/16/22	01/29/22	02/24/22	4
25	02/14/22	01/30/22	02/12/22	03/10/22	4
26	02/28/22	02/13/22	02/26/22	03/24/22	5
1	03/14/22	02/27/22	03/12/22	04/07/22	6
2	03/28/22	03/13/22	03/26/22	04/21/22	6
3	04/11/22	03/27/22	04/09/22	05/05/22	6
4	04/25/22	04/10/22	04/23/22	05/19/22	6
5	05/09/22	04/24/22	05/07/22	06/02/22	6
6	05/23/22	05/08/22	05/21/22	06/16/22	6

Total **49**

Total Hours for Fall & Spring **98**

***Indicates irregular check availability dates due to holiday and school closures.**

In order to avoid a delay in payment, timesheets must be submitted by close of business on the specified due date. Timesheets received after the due date will be processed for the next available pay date.

Under NYS Labor Law, employees must not work more than five hours without taking a thirty minute unpaid break.

Any questions, please contact the payroll office at (212) 650-7238.

Fall Appointment Dates: 8/25/2021-1/27/2022- Spring Appointment Dates: 1/28/2022-5/24/2022

Note: Unless the employee opts out, summer premiums will be deducted during the Spring semester.

Please ensure timesheets on time to avoid a lapse in health coverage.