

The City College of New York - Payroll Office
FOR NYSHIP DOCTORAL STUDENT Individual Insurance USE ONLY
TAX-LEVY PAYROLL SCHEDULE AUGUST 2023 - January 2024

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

Total: 48

Fall Appointment Dates: 8/25/2023 through 1/24/2024

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

• **PLEASE NOTE**, failure to adhere to the above schedule will lead to one or more of the following occurrences:

1. A lapse in health insurance coverage.
2. Retroactive termination of health insurance coverage to the date of the last submitted timesheet - this may effect pending health insurance claims or the member's ability to see a physician.
3. The member accruing an outstanding balance on their account and being liable for payment directly to New York State Civil Service.

• Timesheets must be submitted by close of business on the specified due date above. 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.

• Please see below the Electronical Timesheet Portal link below:

https://portal.cuny.cuny.edu/depts/hr/timesheet_hr/signin.php

For any questions and concerns please contact Human Resources at 212-650-7226 or send an email to doctoralstudentappts@ccny.cuny.edu