

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

PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Hours
25	02/12/24	01/28/24	02/10/24	03/07/24	4
26	02/26/24	02/11/24	02/24/24	03/21/24	4
1	03/11/24	02/25/24	03/09/24	04/04/24	4
2	03/25/24	03/10/24	03/23/24	04/18/24	4
3	04/08/24	03/24/24	04/06/24	05/02/24	4
4	04/22/24	04/07/24	04/20/24	05/16/24	6
5	05/06/24	04/21/24	05/04/24	05/30/24	6
6	05/20/24	05/05/24	05/18/24	06/13/24	6
7	06/03/24	05/19/24	06/01/24	06/27/24	6

**Total: 44**

**Spring Appointment Dates: 1/25/2024 through 5/22/2024**

**\*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.ccny.cuny.edu/depts/hr/timesheet\\_hr/signin.php](https://portal.ccny.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](mailto:doctoralstudentappts@ccny.cuny.edu)