

The City College of New York - Payroll Office
FOR NYSHIP DOCTORAL STUDENT Family Insurance USE ONLY
TAX-LEVY PAYROLL SCHEDULE August 2024 - January 2025

PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Hours
14	09/09/24	08/25/24	09/07/24	10/03/24	6
15	09/23/24	09/08/24	09/21/24	10/17/24	6
16	10/07/24	09/22/24	10/05/24	10/31/24	6
17	10/21/24	10/06/24	10/19/24	11/14/24	6
18	11/04/24	10/20/24	11/02/24	11/28/24	6
19	11/18/24	11/03/24	11/16/24	12/12/24	6
20	12/02/24	11/17/24	11/30/24	12/26/24	6
21	12/16/24	12/01/24	12/14/24	01/09/25	6
22	12/30/24	12/15/24	12/28/24	01/23/25	6
23	01/13/25	12/29/24	01/11/25	02/06/25	6
24	01/27/25	01/12/25	01/25/25	02/20/25	6

Total: 66

Fall Appointment Dates: 8/28/2024 through 1/24/2025

***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.

• **These figures are subject to change depending on NYSHIP premium changes, which typically occur mid-November 2024.**

• Please see below the Electronical Timesheet Portal link below:

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