

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

PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Hours
25	02/10/25	01/26/25	02/08/25	03/06/25	4
26	02/24/25	02/09/25	02/22/25	03/20/25	4
1	03/10/25	02/23/25	03/08/25	04/03/25	4
2	03/24/25	03/09/25	03/22/25	04/17/25	4
3	04/07/25	03/23/25	04/05/25	05/01/25	4
4	04/21/25	04/06/25	04/19/25	05/15/25	6
5	05/05/24	04/20/25	05/03/25	05/29/25	6
6	05/19/25	05/04/25	05/17/25	06/12/25	6
7	06/02/25	05/18/25	05/31/25	06/26/25	6

Total: 44

Spring Appointment Dates: 1/25/2025 through 5/22/2025

***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.

• 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