

**THE CITY UNIVERSITY OF NEW YORK
OHRM UNIVERSITY PAYROLL
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS
SENIOR COLLEGES**

2023

Check Date January 12, 2023 Pay Period # 19L / 20C		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
Teaching Adjuncts Spring Semester	Contract Pay		Spring Semester	N/A	N/A		12/19/2022
PAFs: ECP	Full Time Lag	12/15/2022	12/28/2022	N/A	N/A	12/19/2022	12/20/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/29/2022	1/11/2023	12/4/2022	12/17/2022	12/19/2022	12/20/2022
PAFs: 220 Skilled Trades	Exception Hourly	12/29/2022	1/11/2023	12/4/2022	12/17/2022	12/19/2022	12/20/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/4/2022	12/17/2022	12/4/2022	12/17/2022	12/19/2022	12/20/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/4/2022	12/17/2022	12/4/2022	12/17/2022	12/19/2022	12/27/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/4/2022	12/17/2022	12/4/2022	12/17/2022	12/19/2022	12/27/22 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/27/2022

Check Date January 26, 2023 Pay Period # 20L / 21C		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	12/29/2022	1/11/2023	N/A	N/A	1/2/2023	1/3/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/12/2023	1/25/2023	12/18/2022	12/31/2022	1/2/2023	1/3/2023
PAFs: 220 Skilled Trades	Exception Hourly	1/12/2023	1/25/2023	12/18/2022	12/31/2022	1/2/2023	1/3/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/18/2022	12/31/2022	12/18/2022	12/31/2022	1/2/2023	1/3/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/18/2022	12/31/2022	12/18/2022	12/31/2022	1/2/2023	1/10/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/18/2022	12/31/2022	12/18/2022	12/31/2022	1/2/2023	1/10/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/10/2023

Check Date February 9, 2023 Pay Period # 21L / 22C		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/12/2023	1/25/2023	N/A	N/A	1/17/2023	1/19/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/26/2023	2/8/2023	1/1/2023	1/14/2023	1/17/2023	1/19/2023
PAFs: 220 Skilled Trades	Exception Hourly	1/26/2023	2/8/2023	1/1/2023	1/14/2023	1/17/2023	1/19/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/1/2023	1/14/2023	1/1/2023	1/14/2023	1/17/2023	1/19/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/1/2023	1/14/2023	1/1/2023	1/14/2023	1/17/2023	1/25/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/1/2023	1/14/2023	1/1/2023	1/14/2023	1/17/2023	1/25/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/25/2023

Check Date February 23, 2023 Pay Period # 22L / 23C		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/26/2023	2/8/2023	N/A	N/A	1/31/2023	2/2/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/9/2023	2/22/2023	1/15/2023	1/28/2023	1/31/2023	2/2/2023
PAFs: 220 Skilled Trades	Exception Hourly	2/9/2023	2/22/2023	1/15/2023	1/28/2023	1/31/2023	2/2/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/15/2023	1/28/2023	1/15/2023	1/28/2023	1/31/2023	2/2/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/15/2023	1/28/2023	1/15/2023	1/28/2023	1/31/2023	2/8/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/15/2023	1/28/2023	1/15/2023	1/28/2023	1/31/2023	2/8/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/8/2023

Check Date March 9, 2023 Pay Period # 23L / 24C		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	2/9/2023	2/22/2023	N/A	N/A	2/14/2023	2/16/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/23/2023	3/8/2023	1/29/2023	2/11/2023	2/14/2023	2/16/2023
PAFs: 220 Skilled Trades	Exception Hourly	2/23/2023	3/8/2023	1/29/2023	2/11/2023	2/14/2023	2/16/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/29/2023	2/11/2023	1/29/2023	2/11/2023	2/14/2023	2/16/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/29/2023	2/11/2023	1/29/2023	2/11/2023	2/14/2023	2/22/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/29/2023	2/11/2023	1/29/2023	2/11/2023	2/14/2023	2/22/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/22/2023

Check Date March 23, 2023 Pay Period # 24L / 25C		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		

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SENIOR COLLEGES**

2023

PAFs: ECP	Full Time Lag	2/23/2023	3/8/2023	N/A	N/A	2/28/2023	3/2/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/9/2023	3/22/2023	2/12/2023	2/25/2023	2/28/2023	3/2/2023
PAFs: 220 Skilled Trades	Exception Hourly	3/9/2023	3/22/2023	2/12/2023	2/25/2023	2/28/2023	3/2/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/12/2023	2/25/2023	2/12/2023	2/25/2023	2/28/2023	3/2/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/12/2023	2/25/2023	2/12/2023	2/25/2023	2/28/2023	3/8/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/12/2023	2/25/2023	2/12/2023	2/25/2023	2/28/2023	3/8/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/8/2023

Check Date	Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
					Start Date	End Date		
April 6, 2023								EARLY CLOSE
	PAFs: ECP	Full Time Lag	3/9/2023	3/22/2023	N/A	N/A	3/14/2023	3/15/2023
	PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/23/2023	4/5/2023	2/26/2023	3/11/2023	3/14/2023	3/15/2023
	PAFs: 220 Skilled Trades	Exception Hourly	3/23/2023	4/5/2023	2/26/2023	3/11/2023	3/14/2023	3/15/2023
	Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/26/2023	3/11/2023	2/26/2023	3/11/2023	3/14/2023	3/15/2023
	Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/26/2023	3/11/2023	2/26/2023	3/11/2023	3/14/2023	3/21/2023
	NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/26/2023	3/11/2023	2/26/2023	3/11/2023	3/14/2023	3/21/23 12:00 PM
	Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/21/2023

Check Date	Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
					Start Date	End Date		
April 20, 2023								
	PAFs: ECP	Full Time Lag	3/23/2023	4/5/2023	N/A	N/A	3/28/2023	3/30/2023
	PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/6/2023	4/19/2023	3/12/2023	3/25/2023	3/28/2023	3/30/2023
	PAFs: 220 Skilled Trades	Exception Hourly	4/6/2023	4/19/2023	3/12/2023	3/25/2023	3/28/2023	3/30/2023
	Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/12/2023	3/25/2023	3/12/2023	3/25/2023	3/28/2023	3/30/2023
	Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/12/2023	3/25/2023	3/12/2023	3/25/2023	3/28/2023	4/5/2023
	NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/12/2023	3/25/2023	3/12/2023	3/25/2023	3/28/2023	4/5/23 12:00 PM
	Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/5/2023

Check Date	Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
					Start Date	End Date		
May 4, 2023								
	PAFs: ECP	Full Time Lag	4/6/2023	4/19/2023	N/A	N/A	4/11/2023	4/13/2023
	PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/20/2023	5/3/2023	3/26/2023	4/8/2023	4/11/2023	4/13/2023
	PAFs: 220 Skilled Trades	Exception Hourly	4/20/2023	5/3/2023	3/26/2023	4/8/2023	4/11/2023	4/13/2023
	Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/26/2023	4/8/2023	3/26/2023	4/8/2023	4/11/2023	4/13/2023
	Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/26/2023	4/8/2023	3/26/2023	4/8/2023	4/11/2023	4/19/2023
	NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/26/2023	4/8/2023	3/26/2023	4/8/2023	4/11/2023	4/19/23 12:00 PM
	Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/19/2023

Check Date	Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
					Start Date	End Date		
May 18, 2023								
	PAFs: ECP	Full Time Lag	4/20/2023	5/3/2023	N/A	N/A	4/25/2023	4/27/2023
	PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/4/2023	5/17/2023	4/9/2023	4/22/2023	4/25/2023	4/27/2023
	PAFs: 220 Skilled Trades	Exception Hourly	5/4/2023	5/17/2023	4/9/2023	4/22/2023	4/25/2023	4/27/2023
	Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/9/2023	4/22/2023	4/9/2023	4/22/2023	4/25/2023	4/27/2023
	Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/9/2023	4/22/2023	4/9/2023	4/22/2023	4/25/2023	5/3/2023
	NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/9/2023	4/22/2023	4/9/2023	4/22/2023	4/25/2023	5/3/23 12:00 PM
	Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/3/2023

Check Date	Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
					Start Date	End Date		
June 1, 2023								
	Teaching Adjuncts Summer Session	Contract Pay			N/A	N/A		5/11/2023
	PAFs: ECP	Full Time Lag	5/4/2023	5/17/2023	N/A	N/A	5/9/2023	5/11/2023
	PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/18/2023	5/31/2023	4/23/2023	5/6/2023	5/9/2023	5/11/2023
	PAFs: 220 Skilled Trades	Exception Hourly	5/18/2023	5/31/2023	4/23/2023	5/6/2023	5/9/2023	5/11/2023

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OHRM UNIVERSITY PAYROLL
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS
SENIOR COLLEGES**

2023

Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/23/2023	5/6/2023	4/23/2023	5/6/2023	5/9/2023	5/11/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/23/2023	5/6/2023	4/23/2023	5/6/2023	5/9/2023	5/17/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/23/2023	5/6/2023	4/23/2023	5/6/2023	5/9/2023	5/17/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/17/2023

Check Date June 15, 2023 Pay Period # 4L / 5C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
Teaching Adjuncts Summer Session	Contract Pay			N/A	N/A		5/11/2023
PAFs: ECP	Full Time Lag	5/18/2023	5/31/2023	N/A	N/A	5/23/2023	5/25/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/1/2023	6/14/2023	5/7/2023	5/20/2023	5/23/2023	5/25/2023
PAFs: 220 Skilled Trades	Exception Hourly	6/1/2023	6/14/2023	5/7/2023	5/20/2023	5/23/2023	5/25/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/7/2023	5/20/2023	5/7/2023	5/20/2023	5/23/2023	5/25/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/7/2023	5/20/2023	5/7/2023	5/20/2023	5/23/2023	5/31/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/7/2023	5/20/2023	5/7/2023	5/20/2023	5/23/2023	5/31/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/31/2023

Check Date June 29, 2023 Pay Period # 5L / 6C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	6/1/2023	6/14/2023	N/A	N/A	6/6/2023	6/8/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/15/2023	6/28/2023	5/21/2023	6/3/2023	6/6/2023	6/8/2023
PAFs: 220 Skilled Trades	Exception Hourly	6/15/2023	6/28/2023	5/21/2023	6/3/2023	6/6/2023	6/8/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/21/2023	6/3/2023	5/21/2023	6/3/2023	6/6/2023	6/8/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/21/2023	6/3/2023	5/21/2023	6/3/2023	6/6/2023	6/14/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/21/2023	6/3/2023	5/21/2023	6/3/2023	6/6/2023	6/14/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/14/2023

Check Date July 13, 2023 Pay Period # 6L / 7C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	6/15/2023	6/28/2023	N/A	N/A	6/20/2023	6/22/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/29/2023	7/12/2023	6/4/2023	6/17/2023	6/20/2023	6/22/2023
PAFs: 220 Skilled Trades	Exception Hourly	6/29/2023	7/12/2023	6/4/2023	6/17/2023	6/20/2023	6/22/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/4/2023	6/17/2023	6/4/2023	6/17/2023	6/20/2023	6/22/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/4/2023	6/17/2023	6/4/2023	6/17/2023	6/20/2023	6/28/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/4/2023	6/17/2023	6/4/2023	6/17/2023	6/20/2023	6/28/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/28/2023

Check Date July 27, 2023 Pay Period # 7L / 8C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
Teaching Adjuncts Fall Session	Contract Pay		Fall Semester	N/A	N/A		7/20/2023
PAFs: ECP	Full Time Lag	6/29/2023	7/12/2023	N/A	N/A	7/4/2023	7/6/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/13/2023	7/26/2023	6/18/2023	7/1/2023	7/4/2023	7/6/2023
PAFs: 220 Skilled Trades	Exception Hourly	7/13/2023	7/26/2023	6/18/2023	7/1/2023	7/4/2023	7/6/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/18/2023	7/1/2023	6/18/2023	7/1/2023	7/4/2023	7/6/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/18/2023	7/1/2023	6/18/2023	7/1/2023	7/4/2023	7/12/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/18/2023	7/1/2023	6/18/2023	7/1/2023	7/4/2023	7/12/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/12/2023

Check Date August 10, 2023 Pay Period # 8L / 9C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
Teaching Adjuncts Fall Session	Contract Pay		Fall Semester	N/A	N/A		7/20/2023
PAFs: ECP	Full Time Lag	7/13/2023	7/26/2023	N/A	N/A	7/18/2023	7/20/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/27/2023	8/9/2023	7/2/2023	7/15/2023	7/18/2023	7/20/2023
PAFs: 220 Skilled Trades	Exception Hourly	7/27/2023	8/9/2023	7/2/2023	7/15/2023	7/18/2023	7/20/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/2/2023	7/15/2023	7/2/2023	7/15/2023	7/18/2023	7/20/2023

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SENIOR COLLEGES**

2023

Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/2/2023	7/15/2023	7/2/2023	7/15/2023	7/18/2023	7/26/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/2/2023	7/15/2023	7/2/2023	7/15/2023	7/18/2023	7/26/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/26/2023

Check Date August 24, 2023 Pay Period # 9L / 10C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	7/27/2023	8/9/2023	N/A	N/A	8/1/2023	8/3/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/10/2023	8/23/2023	7/16/2023	7/29/2023	8/1/2023	8/3/2023
PAFs: 220 Skilled Trades	Exception Hourly	8/10/2023	8/23/2023	7/16/2023	7/29/2023	8/1/2023	8/3/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/16/2023	7/29/2023	7/16/2023	7/29/2023	8/1/2023	8/3/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/16/2023	7/29/2023	7/16/2023	7/29/2023	8/1/2023	8/9/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/16/2023	7/29/2023	7/16/2023	7/29/2023	8/1/2023	8/9/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/9/2023

Check Date September 7, 2023 Pay Period # 10L / 11C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/10/2023	8/23/2023	N/A	N/A	8/15/2023	8/17/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/24/2023	9/6/2023	7/30/2023	8/12/2023	8/15/2023	8/17/2023
PAFs: 220 Skilled Trades	Exception Hourly	8/24/2023	9/6/2023	7/30/2023	8/12/2023	8/15/2023	8/17/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/30/2023	8/12/2023	7/30/2023	8/12/2023	8/15/2023	8/17/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/30/2023	8/12/2023	7/30/2023	8/12/2023	8/15/2023	8/23/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/30/2023	8/12/2023	7/30/2023	8/12/2023	8/15/2023	8/23/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/23/2023

Check Date September 21, 2023 Pay Period # 11L / 12C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/24/2023	9/6/2023	N/A	N/A	8/29/2023	8/31/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/7/2023	9/20/2023	8/13/2023	8/26/2023	8/29/2023	8/31/2023
PAFs: 220 Skilled Trades	Exception Hourly	9/7/2023	9/20/2023	8/13/2023	8/26/2023	8/29/2023	8/31/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/13/2023	8/26/2023	8/13/2023	8/26/2023	8/29/2023	8/31/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/13/2023	8/26/2023	8/13/2023	8/26/2023	8/29/2023	9/6/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/13/2023	8/26/2023	8/13/2023	8/26/2023	8/29/2023	9/6/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						9/6/2023

Check Date October 5, 2023 Pay Period # 12L / 13C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	9/7/2023	9/20/2023	N/A	N/A	9/12/2023	9/14/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/21/2023	10/4/2023	8/27/2023	9/9/2023	9/12/2023	9/14/2023
PAFs: 220 Skilled Trades	Exception Hourly	9/21/2023	10/4/2023	8/27/2023	9/9/2023	9/12/2023	9/14/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/27/2023	9/9/2023	8/27/2023	9/9/2023	9/12/2023	9/14/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/27/2023	9/9/2023	8/27/2023	9/9/2023	9/12/2023	9/20/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/27/2023	9/9/2023	8/27/2023	9/9/2023	9/12/2023	9/20/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						9/20/2023

Check Date October 19, 2023 Pay Period # 13L / 14C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	9/21/2023	10/4/2023	N/A	N/A	9/26/2023	9/28/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/5/2023	10/18/2023	9/10/2023	9/23/2023	9/26/2023	9/28/2023
PAFs: 220 Skilled Trades	Exception Hourly	10/5/2023	10/18/2023	9/10/2023	9/23/2023	9/26/2023	9/28/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/10/2023	9/23/2023	9/10/2023	9/23/2023	9/26/2023	9/28/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/10/2023	9/23/2023	9/10/2023	9/23/2023	9/26/2023	10/4/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/10/2023	9/23/2023	9/10/2023	9/23/2023	9/26/2023	10/4/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/4/2023

**THE CITY UNIVERSITY OF NEW YORK
OHRM UNIVERSITY PAYROLL
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS
SENIOR COLLEGES**

2023

Check Date November 2, 2023 Pay Period # 14L / 15C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	10/5/2023	10/18/2023	N/A	N/A	10/10/2023	10/12/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/19/2023	11/1/2023	9/24/2023	10/7/2023	10/10/2023	10/12/2023
PAFs: 220 Skilled Trades	Exception Hourly	10/19/2023	11/1/2023	9/24/2023	10/7/2023	10/10/2023	10/12/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/24/2023	10/7/2023	9/24/2023	10/7/2023	10/10/2023	10/12/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/24/2023	10/7/2023	9/24/2023	10/7/2023	10/10/2023	10/18/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/24/2023	10/7/2023	9/24/2023	10/7/2023	10/10/2023	10/18/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/18/2023

Check Date November 16, 2023 Pay Period # 15L / 16C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	10/19/2023	11/1/2023	N/A	N/A	10/24/2023	10/26/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/2/2023	11/15/2023	10/8/2023	10/21/2023	10/24/2023	10/26/2023
PAFs: 220 Skilled Trades	Exception Hourly	11/2/2023	11/15/2023	10/8/2023	10/21/2023	10/24/2023	10/26/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/8/2023	10/21/2023	10/8/2023	10/21/2023	10/24/2023	10/26/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/8/2023	10/21/2023	10/8/2023	10/21/2023	10/24/2023	11/1/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/8/2023	10/21/2023	10/8/2023	10/21/2023	10/24/2023	11/1/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/1/2023

Check Date November 30, 2023 Pay Period # 16L / 17C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	11/2/2023	11/15/2023	N/A	N/A	11/7/2023	11/9/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/16/2023	11/29/2023	10/22/2023	11/4/2023	11/7/2023	11/9/2023
PAFs: 220 Skilled Trades	Exception Hourly	11/16/2023	11/29/2023	10/22/2023	11/4/2023	11/7/2023	11/9/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/22/2023	11/4/2023	10/22/2023	11/4/2023	11/7/2023	11/9/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/22/2023	11/4/2023	10/22/2023	11/4/2023	11/7/2023	11/15/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/22/2023	11/4/2023	10/22/2023	11/4/2023	11/7/2023	11/15/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/15/2023

Check Date December 14, 2023 Pay Period # 17L / 18C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
Teaching Adjuncts Winter Semester	Contract Pay		Winter Semester	N/A	N/A		11/21/2023
PAFs: ECP	Full Time Lag	11/16/2023	11/29/2023	N/A	N/A	11/21/2023	11/21/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/30/2023	12/13/2023	11/5/2023	11/18/2023	11/21/2023	11/21/2023
PAFs: 220 Skilled Trades	Exception Hourly	11/30/2023	12/13/2023	11/5/2023	11/18/2023	11/21/2023	11/21/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/5/2023	11/18/2023	11/5/2023	11/18/2023	11/21/2023	11/21/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/5/2023	11/18/2023	11/5/2023	11/18/2023	11/21/2023	11/29/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/5/2023	11/18/2023	11/5/2023	11/18/2023	11/21/2023	11/29/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/29/2023

Check Date December 28, 2023 Pay Period # 18L / 19C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	11/30/2023	12/13/2023	N/A	N/A	12/5/2023	12/7/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/14/2023	12/27/2023	11/19/2023	12/2/2023	12/5/2023	12/7/2023
PAFs: 220 Skilled Trades	Exception Hourly	12/14/2023	12/27/2023	11/19/2023	12/2/2023	12/5/2023	12/7/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/19/2023	12/2/2023	11/19/2023	12/2/2023	12/5/2023	12/7/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/19/2023	12/2/2023	11/19/2023	12/2/2023	12/5/2023	12/13/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/19/2023	12/2/2023	11/19/2023	12/2/2023	12/5/2023	12/13/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/13/2023

Check Date January 11, 2024 Pay Period # 19L / 20C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		

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SENIOR COLLEGES
2023**

PAFs: ECP	Full Time Lag	12/14/2023	12/27/2023	N/A	N/A	12/19/2023	12/21/2023
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/28/2023	1/10/2024	12/3/2023	12/16/2023	12/19/2023	12/21/2023
PAFs: 220 Skilled Trades	Exception Hourly	12/28/2023	1/10/2024	12/3/2023	12/16/2023	12/19/2023	12/21/2023
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/3/2023	12/16/2023	12/3/2023	12/16/2023	12/19/2023	12/21/2023
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/3/2023	12/16/2023	12/3/2023	12/16/2023	12/19/2023	12/27/2023
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/3/2023	12/16/2023	12/3/2023	12/16/2023	12/19/2023	12/27/23 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/27/2023

Check Date January 25, 2024 Pay Period # 20L / 21C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	12/28/2023	1/10/2024	N/A	N/A	1/2/2024	1/4/2024
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/11/2024	1/24/2024	12/17/2023	12/30/2023	1/2/2024	1/4/2024
PAFs: 220 Skilled Trades	Exception Hourly	1/11/2024	1/24/2024	12/17/2023	12/30/2023	1/2/2024	1/4/2024
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/17/2023	12/30/2023	12/17/2023	12/30/2023	1/2/2024	1/4/2024
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/17/2023	12/30/2023	12/17/2023	12/30/2023	1/2/2024	1/10/2024
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/17/2023	12/30/2023	12/17/2023	12/30/2023	1/2/2024	1/10/24 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/10/2024

Check Date February 8, 2024 Pay Period # 21L / 22C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/11/2024	1/24/2024	N/A	N/A	1/16/2024	1/18/2024
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/25/2024	2/7/2024	12/31/2023	1/13/2024	1/16/2024	1/18/2024
PAFs: 220 Skilled Trades	Exception Hourly	1/25/2024	2/7/2024	12/31/2023	1/13/2024	1/16/2024	1/18/2024
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/31/2023	1/13/2024	12/31/2023	1/13/2024	1/16/2024	1/18/2024
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/31/2023	1/13/2024	12/31/2023	1/13/2024	1/16/2024	1/24/2024
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/31/2023	1/13/2024	12/31/2023	1/13/2024	1/16/2024	1/24/24 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/24/2024

Check Date February 22, 2023 Pay Period # 22L / 23C							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/25/2024	2/7/2024	N/A	N/A	1/30/2024	2/1/2024
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/8/2024	2/21/2024	1/14/2024	1/27/2024	1/30/2024	2/1/2024
PAFs: 220 Skilled Trades	Exception Hourly	2/8/2024	2/21/2024	1/14/2024	1/27/2024	1/30/2024	2/1/2024
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/14/2024	1/27/2024	1/14/2024	1/27/2024	1/30/2024	2/1/2024
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/14/2024	1/27/2024	1/14/2024	1/27/2024	1/30/2024	2/7/2024
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/14/2024	1/27/2024	1/14/2024	1/27/2024	1/30/2024	2/7/24 12:00 PM
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/7/2024