



Office of Human Resources

To: Vice Presidents, Deans, Chairs, Unit Heads, Secretaries, College Assistants, Student Aides, Non-Teaching Adjuncts and CEP Teachers.

From: Reinalda Medina, Director of Human Resources

RE: New Payroll Schedule

Date: June 1, 2008

---

As part of the CUNY FIRST initiative, as well as to improve our compliance with FLSA regulations, the following are the first set of business improvements which are intended to streamline the HR and Payroll process as well as to enable the CUNY FIRST long – term project goals:

➤ **Standardized work week schedules in order to standardize and simplify the payroll processes.**

**Impact:**

- FOR ALL PART – TIME EMPLOYEES - The work week will be standardized to Sunday through Saturday effective July 1, 2008. All other employees are already submitting work week information in this manner.

The work week standardization effects payroll weeks in the following way: pay period #9 dates will be 6/22-7/5. Hours worked between 6/22-6/25 will be paid on the 7/17/08 pay check. **It is not necessary to resubmit hours for 6/22-6/25 on pay period # 9 since this timeframe is being paid on pay period #8.** Due to the standardization of the workweek, timesheet submission days will now be on Mondays before 12PM.

A sample timesheet is attached for your reference.

➤ **New Automated Timesheet has been created and is available on the QC Website. This will eliminate manual processing of timesheets, and improve the accuracy and completeness of payroll transactions.**

**Impact:**

- FOR ALL PART- TIME EMPLOYEES - Effective July 1, 2008 all part-time employees will be required to complete timesheets using a new automated timesheet available on the QC website beginning with pay period #9. This will aid in ensuring that all employees' hours are submitted accurately, legibly and error free. Information and instructions regarding the automated timesheet will be available on the QC website along with five (5) training time slots for those who need additional help navigating the new spreadsheet/timesheet format.

Questions pertaining to timesheet/week changes may be directed to Sharon Megnath, Payroll Director at (718) 997-5765.



Office of Human Resources

**FOR PART – TIME EMPLOYEES - Payroll Schedule Change Details:**

**Old Schedule**

Thursday –Wednesday

**New Schedule**

Sunday –Saturday

**Pay Period**

#9

**Old**

6/26-7/9

**New**

6/22-7/5

**Pay dates**

7/31/08 (dates paid on new pay period)

**Sample Timesheet:**

**Example of way pay period # 9 should be submitted:**

Date	Day	IN	OUT	IN	OUT	Total Hrs Worked
6/22/08	Sun					Will be paid on 7/17/08
6/23/08	Mon					Will be paid on 7/17/08
6/24/08	Tues					Will be paid on 7/17/08
6/25/08	Wed					Will be paid on 7/17/08
6/26/08	Thurs	9:00 AM			1:00 PM	4.00
6/27/08	Fri	9:00 AM			1:00 PM	4.00
6/28/08	Sat					
<b>Weekly Totals</b>						<b>8.00</b>
6/29/08	Sun	7:00 PM			8:00 PM	1.00
6/30/08	Mon	5:00 PM			9:45 PM	4.75
7/1/08	Tues	7:00 PM			11:00 PM	4.00
7/2/08	Wed	7:00 AM			11:00 AM	4.00
7/3/08	Thurs	1:00 PM			7:00 PM	6.00
7/4/08	Fri	5:00 PM			9:00 AM	16.00
7/5/08	Sat					
<b>Weekly Totals</b>						<b>35.75</b>
<b>Biweekly Totals</b>						<b>43.75</b>

Attached is the modified payroll calendar reflective of the work week standardization.



Office of Human Resources

To: Vice Presidents, Deans, Chairs, Unit Heads, and Secretaries

From: Reinalda Medina, Director of Human Resources

RE: Below are the timesheet submission dates for all Part Timers. This includes College Assistants, Student Aides, Non-Teaching Adjuncts and CEP Teachers. Please note that if you are unable to submit your timesheet in a timely manner, you will be paid on the next scheduled payroll.

Date: June 1, 2008

\*\*\*\*\*

**Due to the rigid time and scheduling requirements involved in the processing of State Payroll there can be no deviation from the dates indicated below. The first column is the date your time sheets are due in Human Resources. The next column is the actual date you are getting paid and the last column is the date range that your timesheet should cover.**

\*\*\*\*\*

TIME SHEETS DUE IN PAYROLL BY NOON ON MONDAY:	PAYROLL PERIOD #	FOR THE PAYROLL TO BE ISSUED ON:	PAYROLL PERIOD COVERED SUNDAY - SATURDAY
July 7 <sup>th</sup> , 2008	9	July 31 <sup>st</sup> , 2008	June 22 <sup>nd</sup> – July 5 <sup>th</sup> , 2008
July 21 <sup>st</sup> , 2008	10	August 14 <sup>th</sup> , 2008	July 6 <sup>th</sup> – July 19 <sup>th</sup> , 2008
August 4 <sup>th</sup> , 2008	11	August 28 <sup>th</sup> , 2008	July 20 <sup>th</sup> – August 2 <sup>nd</sup> , 2008
August 18 <sup>th</sup> , 2008	12	September 11 <sup>th</sup> , 2008	August 3 <sup>rd</sup> – August 16 <sup>th</sup> , 2008
September 2 <sup>nd</sup> , 2008 (Tues)*	13	September 25 <sup>th</sup> , 2008	August 17 <sup>th</sup> – August 30 <sup>th</sup> , 2008
September 15 <sup>th</sup> , 2008	14	October 9 <sup>th</sup> , 2008	August 31 <sup>st</sup> – September 13 <sup>th</sup> , 2008
September 29 <sup>th</sup> , 2008	15	October 23 <sup>rd</sup> , 2008	September 14 <sup>th</sup> – September 27 <sup>th</sup> , 2008
October 14 <sup>th</sup> , 2008 (Tues)*	16	November 6 <sup>th</sup> , 2008	September 28 <sup>th</sup> – October 11 <sup>th</sup> , 2008
October 27 <sup>th</sup> , 2008	17	November 20 <sup>th</sup> , 2008	October 12 <sup>th</sup> - October 25 <sup>th</sup> , 2008
November 10 <sup>th</sup> , 2008	18	December 4 <sup>th</sup> , 2008	October 26 <sup>th</sup> – November 8 <sup>th</sup> , 2008
November 24 <sup>th</sup> , 2008	19	December 18 <sup>th</sup> , 2008	November 9 <sup>th</sup> – November 22 <sup>nd</sup> , 2008
December 8 <sup>th</sup> , 2008	20	December 31 <sup>st</sup> , 2008 (Wed)	November 23 <sup>rd</sup> – December 6 <sup>th</sup> , 2008
December 22 <sup>nd</sup> , 2008	21	January 15 <sup>th</sup> , 2009	December 7 <sup>th</sup> - December 20 <sup>th</sup> , 2008
January 5 <sup>th</sup> , 2009	22	January 29 <sup>th</sup> , 2009	December 21 <sup>st</sup> – January 3 <sup>rd</sup> , 2009
January 20 <sup>th</sup> , 2009 (Tues)*	23	February 12 <sup>th</sup> , 2009	January 4 <sup>th</sup> – January 17 <sup>th</sup> , 2009
February 2 <sup>nd</sup> , 2009	24	February 26 <sup>th</sup> , 2009	January 18 <sup>th</sup> – January 31 <sup>st</sup> , 2009
February 17 <sup>th</sup> , 2009 (Tues)*	25	March 11 <sup>th</sup> , 2009	February 1 <sup>st</sup> – February 14 <sup>th</sup> , 2009
March 2 <sup>nd</sup> , 2009	26	March 25 <sup>th</sup> , 2009	February 15 <sup>th</sup> – February 28 <sup>th</sup> , 2009
March 16 <sup>th</sup> , 2009	1	April 9 <sup>th</sup> , 2009	March 1 <sup>st</sup> – March 14 <sup>th</sup>
March 30 <sup>th</sup> , 2009	2	April 23 <sup>rd</sup> , 2009	March 15 <sup>th</sup> – March 28 <sup>th</sup>
April 13 <sup>th</sup> , 2009	3	May 7 <sup>th</sup> , 2009	March 29 <sup>th</sup> – April 11 <sup>th</sup>
April 27 <sup>th</sup> , 2009	4	May 21 <sup>st</sup> , 2009	April 12 <sup>th</sup> – April 25 <sup>th</sup>
May 11 <sup>th</sup> , 2009	5	June 4 <sup>th</sup> , 2009	April 26 <sup>th</sup> – May 9 <sup>th</sup>
May 26 <sup>th</sup> , 2009 (Tues)*	6	June 18 <sup>th</sup> , 2009	May 10 <sup>th</sup> – May 23 <sup>rd</sup>
June 08 <sup>th</sup> , 2009	7	July 2 <sup>nd</sup> , 2009	May 24 <sup>th</sup> – June 06 <sup>th</sup>
June 22 <sup>nd</sup> , 2009	8	July 16 <sup>th</sup> , 2009	June 7 <sup>th</sup> - June 20 <sup>th</sup>

\* THE REQUEST FOR AN EARLY OR LATE SUBMISSION DATE IS DUE EITHER TO A HOLIDAY THAT FALLS WITHIN THE PERIOD OR A MANDATE FROM ALBANY.