

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

2021

Check Date	December 31, 2020	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	12/3/2020	12/16/2020	N/A	N/A	12/4/2020	12/9/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/17/2020	12/30/2020	11/22/2020	12/5/2020	12/4/2020	12/9/2020
PAFs: 220 Skilled Trades	Exception Hourly	12/17/2020	12/30/2020	11/22/2020	12/5/2020	12/4/2020	12/9/2020
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/22/2020	12/5/2020	11/22/2020	12/5/2020	12/4/2020	12/9/2020
Timesheets: Direct online entry into PayServ by Campus: Hourly Paid Employee	Hourly Paid	11/22/2020	12/5/2020	11/22/2020	12/5/2020	12/4/2020	12/15/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/22/2020	12/5/2020	11/22/2020	12/5/2020	12/4/2020	12/15/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/15/2020

Check Date	January 14, 2021	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	12/17/2020	12/30/2020	N/A	N/A	12/15/2020	12/23/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/31/2020	1/13/2021	12/6/2020	12/19/2020	12/15/2020	12/23/2020
PAFs: 220 Skilled Trades	Exception Hourly	12/31/2020	1/13/2021	12/6/2020	12/19/2020	12/15/2020	12/23/2020
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/6/2020	12/19/2020	12/6/2020	12/19/2020	12/15/2020	12/23/2020
Timesheets: Direct online entry into PayServ by Campus: Hourly Paid Employee	Hourly Paid	12/6/2020	12/19/2020	12/6/2020	12/19/2020	12/15/2020	12/29/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/6/2020	12/19/2020	12/6/2020	12/19/2020	12/15/2020	12/29/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/29/2020

Check Date	January 28, 2021	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	12/31/2020	1/13/2021	N/A	N/A	12/29/2020	1/6/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/14/2021	1/27/2021	12/20/2020	1/2/2021	12/29/2020	1/6/2021
PAFs: 220 Skilled Trades	Exception Hourly	1/14/2021	1/27/2021	12/20/2020	1/2/2021	12/29/2020	1/6/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/20/2020	1/2/2021	12/20/2020	1/2/2021	12/29/2020	1/6/2021
Timesheets: Direct online entry into PayServ by Campus: Hourly Paid Employee	Hourly Paid	12/20/2020	1/2/2021	12/20/2020	1/2/2021	12/29/2020	1/12/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/20/2020	1/2/2021	12/20/2020	1/2/2021	12/29/2020	01/12/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/12/2021

Check Date	February 11, 2021	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	1/14/2021	1/27/2021	N/A	N/A	1/15/2021	1/20/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/28/2021	2/10/2021	1/3/2021	1/16/2021	1/15/2021	1/20/2021
PAFs: 220 Skilled Trades	Exception Hourly	1/28/2021	2/10/2021	1/3/2021	1/16/2021	1/15/2021	1/20/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/3/2021	1/16/2021	1/3/2021	1/16/2021	1/15/2021	1/20/2021
Timesheets: Direct online entry into PayServ by Campus: Hourly Paid Employee	Hourly Paid	1/3/2021	1/16/2021	1/3/2021	1/16/2021	1/15/2021	1/26/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/3/2021	1/16/2021	1/3/2021	1/16/2021	1/15/2021	01/26/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/27/2021

Check Date	February 25, 2021	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	2/11/2021	2/24/2021	N/A	N/A	1/27/2021	1/29/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/11/2021	2/24/2021	1/17/2021	1/30/2021	1/27/2021	1/29/2021
PAFs: 220 Skilled Trades	Exception Hourly	2/11/2021	2/24/2021	1/17/2021	1/30/2021	1/27/2021	1/29/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/17/2021	1/30/2021	1/17/2021	1/30/2021	1/27/2021	1/29/2021
Timesheets: Direct online entry into PayServ by Campus: Hourly Paid Employee	Hourly Paid	1/17/2021	1/30/2021	1/17/2021	1/30/2021	1/27/2021	2/5/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/17/2021	1/30/2021	1/17/2021	1/30/2021	1/27/2021	2/5/2021 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/5/2021

Check Date	March 11, 2021	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	2/11/2021	2/24/2021	N/A	N/A	2/11/2021	2/18/2021 - Noon
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/25/2021	3/10/2021	1/31/2021	2/13/2021	2/11/2021	2/18/2021 - Noon
PAFs: 220 Skilled Trades	Exception Hourly	2/25/2021	3/10/2021	1/31/2021	2/13/2021	2/11/2021	2/18/2021 - Noon
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/31/2021	2/13/2021	1/31/2021	2/13/2021	2/11/2021	2/18/2021 - Noon
Timesheets: Direct online entry into PayServ by Campus: Hourly Paid Employee	Hourly Paid	1/31/2021	2/13/2021	1/31/2021	2/13/2021	2/11/2021	2/23/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/31/2021	2/13/2021	1/31/2021	2/13/2021	2/11/2021	02/23/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/22/2021

Check Date	March 25, 2021	Pay Period # 25L / 26C	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	2/25/2021	3/10/2021	N/A	N/A	2/25/2021	3/1/2021 - Noon
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/11/2021	3/24/2021	2/14/2021	2/27/2021	2/25/2021	3/1/2021 - Noon
PAFs: 220 Skilled Trades	Exception Hourly	3/11/2021	3/24/2021	2/14/2021	2/27/2021	2/25/2021	3/1/2021 - Noon
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/14/2021	2/27/2021	2/14/2021	2/27/2021	2/25/2021	3/1/2021 - Noon
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/14/2021	2/27/2021	2/14/2021	2/27/2021	2/25/2021	3/5/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/14/2021	2/27/2021	2/14/2021	2/27/2021	2/25/2021	3/5/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/5/2021

Check Date	April 8, 2021	Pay Period # 26L / 1C	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	3/11/2021	3/24/2021	N/A	N/A	3/15/2021	3/17/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/25/2021	4/7/2021	2/28/2021	3/13/2021	3/15/2021	3/17/2021
PAFs: 220 Skilled Trades	Exception Hourly	3/25/2021	4/7/2021	2/28/2021	3/13/2021	3/15/2021	3/17/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/28/2021	3/13/2021	2/28/2021	3/13/2021	3/15/2021	3/17/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/28/2021	3/13/2021	2/28/2021	3/13/2021	3/15/2021	3/23/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/28/2021	3/13/2021	2/28/2021	3/13/2021	3/15/2021	3/23/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						3/22/2021

Check Date	April 22, 2021	Pay Period # 1L / 2C	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	3/25/2021	4/7/2021	N/A	N/A	3/29/2021	3/31/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/8/2021	4/21/2021	3/14/2021	3/27/2021	3/29/2021	3/31/2021
PAFs: 220 Skilled Trades	Exception Hourly	4/8/2021	4/21/2021	3/14/2021	3/27/2021	3/29/2021	3/31/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/14/2021	3/27/2021	3/14/2021	3/27/2021	3/29/2021	3/31/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/14/2021	3/27/2021	3/14/2021	3/27/2021	3/29/2021	4/6/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/14/2021	3/27/2021	3/14/2021	3/27/2021	3/29/2021	4/6/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/6/2021

Check Date	May 6, 2021	Pay Period # 2L / 3C	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	4/8/2021	4/21/2021	N/A	N/A	4/12/2021	4/15/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/22/2021	5/5/2021	3/28/2021	4/10/2021	4/12/2021	4/15/2021
PAFs: 220 Skilled Trades	Exception Hourly	4/22/2021	5/5/2021	3/28/2021	4/10/2021	4/12/2021	4/15/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/28/2021	4/10/2021	3/28/2021	4/10/2021	4/12/2021	4/15/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/28/2021	4/10/2021	3/28/2021	4/10/2021	4/12/2021	4/21/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/28/2021	4/10/2021	3/28/2021	4/10/2021	4/12/2021	4/21/2021 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						4/21/2021

Check Date	May 20, 2021	Pay Period # 3L / 4C	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
Teaching Adjuncts	Contract Pay		Fall Semester	N/A	N/A		12/22/20
PAFs: ECP	Full Time Lag	4/22/2021	5/5/2021	N/A	N/A	4/26/2021	4/29/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/6/2021	5/19/2021	4/11/2021	4/24/2021	4/26/2021	4/29/2021
PAFs: 220 Skilled Trades	Exception Hourly	5/6/2021	5/19/2021	4/11/2021	4/24/2021	4/26/2021	4/29/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/11/2021	4/24/2021	4/11/2021	4/24/2021	4/26/2021	4/29/2021

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SENIOR COLLEGES
2021**

Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/11/2021	4/24/2021	4/11/2021	4/24/2021	4/26/2021	5/5/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/11/2021	4/24/2021	4/11/2021	4/24/2021	4/26/2021	5/5/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/5/2021

Check Date June 3, 2021 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		5/10/2021
PAFs: ECP		Full Time Lag		5/6/2021	5/19/2021	N/A	N/A	5/10/2021	5/13/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		5/20/2021	6/2/2021	4/25/2021	5/8/2021	5/10/2021	5/13/2021
PAFs: 220 Skilled Trades		Exception Hourly		5/20/2021	6/2/2021	4/25/2021	5/8/2021	5/10/2021	5/13/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		4/25/2021	5/8/2021	4/25/2021	5/8/2021	5/10/2021	5/13/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		4/25/2021	5/8/2021	4/25/2021	5/8/2021	5/10/2021	5/19/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		4/25/2021	5/8/2021	4/25/2021	5/8/2021	5/10/2021	5/19/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							5/19/2021

Check Date June 17, 2021 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		5/20/2021	6/2/2021	N/A	N/A	5/24/2021	5/27/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		6/3/2021	6/16/2021	5/9/2021	5/22/2021	5/24/2021	5/27/2021
PAFs: 220 Skilled Trades		Exception Hourly		6/3/2021	6/16/2021	5/9/2021	5/22/2021	5/24/2021	5/27/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		5/9/2021	5/22/2021	5/9/2021	5/22/2021	5/24/2021	5/27/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		5/9/2021	5/22/2021	5/9/2021	5/22/2021	5/24/2021	6/2/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		5/9/2021	5/22/2021	5/9/2021	5/22/2021	5/24/2021	6/2/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							6/2/2021

Check Date July 1, 2021 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		6/3/2021	6/16/2021	N/A	N/A	6/7/2021	6/10/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		6/17/2021	6/30/2021	5/23/2021	6/5/2021	6/7/2021	6/10/2021
PAFs: 220 Skilled Trades		Exception Hourly		6/17/2021	6/30/2021	5/23/2021	6/5/2021	6/7/2021	6/10/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		5/23/2021	6/5/2021	5/23/2021	6/5/2021	6/7/2021	6/10/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		5/23/2021	6/5/2021	5/23/2021	6/5/2021	6/7/2021	6/16/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		5/23/2021	6/5/2021	5/23/2021	6/5/2021	6/7/2021	6/16/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							6/16/2021

Check Date July 15, 2021 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		
PAFs: ECP		Full Time Lag		6/17/2021	6/30/2021	N/A	N/A	6/21/2021	6/23/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		7/1/2021	7/14/2021	6/6/2021	6/19/2021	6/21/2021	6/23/2021
PAFs: 220 Skilled Trades		Exception Hourly		7/1/2021	7/14/2021	6/6/2021	6/19/2021	6/21/2021	6/23/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		6/6/2021	6/19/2021	6/6/2021	6/19/2021	6/21/2021	6/23/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		6/6/2021	6/19/2021	6/6/2021	6/19/2021	6/21/2021	6/29/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		6/6/2021	6/19/2021	6/6/2021	6/19/2021	6/21/2021	06/29/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							6/29/2021

Check Date July 29, 2021 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 Semester			Contract Pay		Fall Semester	N/A	N/A		07/23/21
PAFs: ECP		Full Time Lag		7/1/2021	7/14/2021	N/A	N/A	7/5/2021	7/8/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		7/15/2021	7/28/2021	6/20/2021	7/3/2021	7/5/2021	7/8/2021
PAFs: 220 Skilled Trades		Exception Hourly		7/15/2021	7/28/2021	6/20/2021	7/3/2021	7/5/2021	7/8/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		6/20/2021	7/3/2021	6/20/2021	7/3/2021	7/5/2021	7/8/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		6/20/2021	7/3/2021	6/20/2021	7/3/2021	7/5/2021	7/14/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		6/20/2021	7/3/2021	6/20/2021	7/3/2021	7/5/2021	7/14/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							7/14/2021

Check Date August 12, 2021 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		
Teaching Adjuncts Fall Semester			Contract Pay		Fall Semester	N/A	N/A		07/23/21
PAFs: ECP		Full Time Lag		7/15/2021	7/28/2021	N/A	N/A	7/19/2021	7/22/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		7/29/2021	8/11/2021	7/4/2021	7/17/2021	7/19/2021	7/22/2021
PAFs: 220 Skilled Trades		Exception Hourly		7/29/2021	8/11/2021	7/4/2021	7/17/2021	7/19/2021	7/22/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		7/4/2021	7/17/2021	7/4/2021	7/17/2021	7/19/2021	7/22/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		7/4/2021	7/17/2021	7/4/2021	7/17/2021	7/19/2021	7/28/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		7/4/2021	7/17/2021	7/4/2021	7/17/2021	7/19/2021	7/28/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							7/28/2021

Check Date August 26, 2021 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		7/29/2021	8/11/2021	N/A	N/A	8/2/2021	8/5/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		8/12/2021	8/25/2021	7/18/2021	7/31/2021	8/2/2021	8/5/2021
PAFs: 220 Skilled Trades		Exception Hourly		8/12/2021	8/25/2021	7/18/2021	7/31/2021	8/2/2021	8/5/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		7/18/2021	7/31/2021	7/18/2021	7/31/2021	8/2/2021	8/5/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		7/18/2021	7/31/2021	7/18/2021	7/31/2021	8/2/2021	8/11/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		7/18/2021	7/31/2021	7/18/2021	7/31/2021	8/2/2021	8/11/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							8/11/2021

Check Date September 9, 2021 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		8/12/2021	8/25/2021	N/A	N/A	8/16/2021	8/19/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		8/26/2021	9/8/2021	8/1/2021	8/14/2021	8/16/2021	8/19/2021
PAFs: 220 Skilled Trades		Exception Hourly		8/26/2021	9/8/2021	8/1/2021	8/14/2021	8/16/2021	8/19/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		8/1/2021	8/14/2021	8/1/2021	8/14/2021	8/16/2021	8/19/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		8/1/2021	8/14/2021	8/1/2021	8/14/2021	8/16/2021	8/25/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		8/1/2021	8/14/2021	8/1/2021	8/14/2021	8/16/2021	8/25/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							8/25/2021

Check Date September 23, 2021 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		8/26/2021	9/8/2021	N/A	N/A	8/30/2021	9/2/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		9/9/2021	9/22/2021	8/15/2021	8/28/2021	8/30/2021	9/2/2021
PAFs: 220 Skilled Trades		Exception Hourly		9/9/2021	9/22/2021	8/15/2021	8/28/2021	8/30/2021	9/2/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		8/15/2021	8/28/2021	8/15/2021	8/28/2021	8/30/2021	9/2/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		8/15/2021	8/28/2021	8/15/2021	8/28/2021	8/30/2021	9/8/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		8/15/2021	8/28/2021	8/15/2021	8/28/2021	8/30/2021	9/8/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							9/8/2021

Check Date October 7, 2021 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		9/9/2021	9/22/2021	N/A	N/A	9/13/2021	9/16/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		9/23/2021	10/6/2021	8/29/2021	9/11/2021	9/13/2021	9/16/2021
PAFs: 220 Skilled Trades		Exception Hourly		9/23/2021	10/6/2021	8/29/2021	9/11/2021	9/13/2021	9/16/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees		Hourly Paid		8/29/2021	9/11/2021	8/29/2021	9/11/2021	9/13/2021	9/16/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees		Hourly Paid		8/29/2021	9/11/2021	8/29/2021	9/11/2021	9/13/2021	9/22/2021
NPAY502 - eFile Payments to hourly employees based on timesheets		Hourly Paid		8/29/2021	9/11/2021	8/29/2021	9/11/2021	9/13/2021	9/22/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.		All							9/22/2021

Check Date October 21, 2021 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		
EARLY CLOSE									
PAFs: ECP		Full Time Lag		9/23/2021	10/6/2021	N/A	N/A	9/27/2021	9/29/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar		Full Time Current		10/7/2021	10/20/20				

THE CITY UNIVERSITY OF NEW YORK
OHRM UNIVERSITY PAYROLL
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS
SENIOR COLLEGES
2021

PAFs: 220 Skilled Trades	Exception Hourly	10/7/2021	10/20/2021	9/12/2021	9/25/2021	9/27/2021	9/29/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/12/2021	9/25/2021	9/12/2021	9/25/2021	9/27/2021	9/29/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/12/2021	9/25/2021	9/12/2021	9/25/2021	9/27/2021	10/5/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/12/2021	9/25/2021	9/12/2021	9/25/2021	9/27/2021	10/5/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/5/2021

Check Date November 4, 2021 Pay Period # 15L / 16C		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	10/7/2021	10/20/2021	N/A	N/A	10/11/2021	10/14/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/21/2021	11/3/2021	9/26/2021	10/9/2021	10/11/2021	10/14/2021
PAFs: 220 Skilled Trades	Exception Hourly	10/21/2021	11/3/2021	9/26/2021	10/9/2021	10/11/2021	10/14/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/26/2021	10/9/2021	9/26/2021	10/9/2021	10/11/2021	10/14/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/26/2021	10/9/2021	9/26/2021	10/9/2021	10/11/2021	10/20/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/26/2021	10/9/2021	9/26/2021	10/9/2021	10/11/2021	10/20/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/20/2021

Check Date November 18, 2021 Pay Period # 16L / 17C		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	10/21/2021	11/3/2021	N/A	N/A	10/25/2021	10/27/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/4/2021	11/17/2021	10/10/2021	10/23/2021	10/25/2021	10/27/2021
PAFs: 220 Skilled Trades	Exception Hourly	11/4/2021	11/17/2021	10/10/2021	10/23/2021	10/25/2021	10/27/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/10/2021	10/23/2021	10/10/2021	10/23/2021	10/25/2021	10/27/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/10/2021	10/23/2021	10/10/2021	10/23/2021	10/25/2021	11/2/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/10/2021	10/23/2021	10/10/2021	10/23/2021	10/25/2021	11/2/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/2/2021

Check Date December 2, 2021 Pay Period # 17L / 18C		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	11/4/2021	11/17/2021	N/A	N/A	11/8/2021	11/10/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/18/2021	12/1/2021	10/24/2021	11/6/2021	11/8/2021	11/10/2021
PAFs: 220 Skilled Trades	Exception Hourly	11/18/2021	12/1/2021	10/24/2021	11/6/2021	11/8/2021	11/10/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/24/2021	11/6/2021	10/24/2021	11/6/2021	11/8/2021	11/10/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/24/2021	11/6/2021	10/24/2021	11/6/2021	11/8/2021	11/16/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/24/2021	11/6/2021	10/24/2021	11/6/2021	11/8/2021	11/16/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/16/2021

Check Date December 16, 2021 Pay Period # 18L / 19C		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	11/18/2021	12/1/2021	N/A	N/A	11/22/2021	11/25/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/2/2021	12/15/2021	11/7/2021	11/20/2021	11/22/2021	11/25/2021
PAFs: 220 Skilled Trades	Exception Hourly	12/2/2021	12/15/2021	11/7/2021	11/20/2021	11/22/2021	11/25/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/7/2021	11/20/2021	11/7/2021	11/20/2021	11/22/2021	11/25/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/7/2021	11/20/2021	11/7/2021	11/20/2021	11/22/2021	12/1/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/7/2021	11/20/2021	11/7/2021	11/20/2021	11/22/2021	12/1/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/1/2021

Check Date December 30, 2021 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		
PAFs: ECP	Full Time Lag	12/2/2021	12/15/2021	N/A	N/A	12/6/2021	12/9/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/16/2021	12/29/2021	11/21/2021	12/4/2021	12/6/2021	12/9/2021
PAFs: 220 Skilled Trades	Exception Hourly	12/16/2021	12/29/2021	11/21/2021	12/4/2021	12/6/2021	12/9/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/21/2021	12/4/2021	11/21/2021	12/4/2021	12/6/2021	12/9/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/21/2021	12/4/2021	11/21/2021	12/4/2021	12/6/2021	12/15/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/21/2021	12/4/2021	11/21/2021	12/4/2021	12/6/2021	12/15/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/15/2021

Check Date January 13, 2022 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	12/16/2021	12/29/2021	N/A	N/A	12/20/2021	12/22/2021
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/30/2021	1/12/2022	12/5/2021	12/18/2021	12/20/2021	12/22/2021
PAFs: 220 Skilled Trades	Exception Hourly	12/30/2021	1/12/2022	12/5/2021	12/18/2021	12/20/2021	12/22/2021
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/5/2021	12/18/2021	12/5/2021	12/18/2021	12/20/2021	12/22/2021
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/5/2021	12/18/2021	12/5/2021	12/18/2021	12/20/2021	12/28/2021
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/5/2021	12/18/2021	12/5/2021	12/18/2021	12/20/2021	12/28/2021- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/28/2021

Check Date January 27, 2022 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	12/30/2021	1/12/2022	N/A	N/A	1/3/2022	1/5/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/13/2022	1/26/2022	12/19/2021	1/1/2022	1/3/2022	1/5/2022
PAFs: 220 Skilled Trades	Exception Hourly	1/13/2022	1/26/2022	12/19/2021	1/1/2022	1/3/2022	1/5/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/19/2021	1/1/2022	12/19/2021	1/1/2022	1/3/2022	1/5/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/19/2021	1/1/2022	12/19/2021	1/1/2022	1/3/2022	1/11/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/19/2021	1/1/2022	12/19/2021	1/1/2022	1/3/2022	01/11/2022- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/11/2022

Check Date February 10, 2022 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	1/13/2022	1/26/2022	N/A	N/A	1/14/2022	1/20/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/27/2022	2/9/2022	1/2/2022	1/15/2022	1/14/2022	1/20/2022
PAFs: 220 Skilled Trades	Exception Hourly	1/27/2022	2/9/2022	1/2/2022	1/15/2022	1/14/2022	1/20/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/2/2022	1/15/2022	1/2/2022	1/15/2022	1/14/2022	1/20/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/2/2022	1/15/2022	1/2/2022	1/15/2022	1/14/2022	1/26/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/2/2022	1/15/2022	1/2/2022	1/15/2022	1/14/2022	01/26/2022- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/26/2022

Check Date February 24, 2022 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	1/27/2022	2/9/2022	N/A	N/A	1/31/2022	2/3/2022
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/10/2022	2/23/2022	1/16/2022	1/29/2022	1/31/2022	2/3/2022
PAFs: 220 Skilled Trades	Exception Hourly	2/10/2022	2/23/2022	1/16/2022	1/29/2022	1/31/2022	2/3/2022
Timesheets: University Payroll manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/16/2022	1/29/2022	1/16/2022	1/29/2022	1/31/2022	2/3/2022
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/16/2022	1/29/2022	1/16/2022	1/29/2022	1/31/2022	2/9/2022
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/16/2022	1/29/2022	1/16/2022	1/29/2022	1/31/2022	02/09/2022- Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						2/9/2022