To: Directors of Human Resources / Directors of Payroll  
From: Raj Singh  
Re: New Hourly Payroll Schedule  
Date: June 10, 2011

The City University of New York, Office of Human Resources Management has been in the process of standardizing Human Resources transactions over the last several years. Currently, the Senior Colleges utilize several different pay cycles for the bi-weekly payroll for hourly employees, while the Community Colleges have had a standardized pay cycle in place for many years. It is our goal to transition these various pay cycles into one standard pay cycle at the Senior Colleges for the hourly employees.

In order to affect the smallest possible number of employees, those senior colleges which are not currently on the standard pay cycle for hourly employees on positive payroll will move to the standard pay cycle during the July holiday period when many hourly employees are not scheduled to work.

Here are some frequently asked questions regarding the new payroll schedule:

❖ How will we transition to a standard payroll work week at The Graduate School and University Center, CUNY School of Professional Studies and CUNY Graduate School of Journalism?

➢ For the pay date of July 28, 2011, we will end our bi-weekly work period from June 23, 2011 through July 2, 2011, which will make that payroll period 10 days long. This is the one-time “transitional work period.”

❖ What does that mean for my paycheck?
You will be paid for all the hours worked and paid leaves taken from June 23, 2011 to July 2, 2011, on the July 28, 2011, pay date.

If I am eligible for overtime or a shift differential during that pay cycle, what am I supposed to do?

Submit your time sheet as you normally would to reflect all hours worked by July 2nd. Your overtime or shift differential hours will be in your July 28th paycheck. This is the one-time “transitional work period.”

What happens during the next bi-weekly work period?

The new standardized bi-weekly work period will start on July 3, 2011, and it will end on July 16, 2011. All of your hours worked and holiday pay (if you worked on the holiday) will be reflected in your pay check of August 11, 2011.

What can I do if I work fewer hours during the “transitional work period,” than I have been scheduled to work in previous bi-weekly work periods or have to wait longer than in the past to receive my paycheck, which causes me to have a financial hardship?

The Graduate School and University Center, CUNY School of Professional Studies and CUNY Graduate School of Journalism understand that this might cause a hardship for some and are prepared to provide a salary advance to those who need help during this transition to our new payroll schedule. This salary advance is only to cover the “transitional work period” that ends July 2, 2011, and the amount of the advance will be recouped within a reasonable period thereafter. If you anticipate any financial hardship, please contact your school’s Business Office representative no later than Monday, July 11, 2011:

- The Graduate Center and SOJ – Mr. Ab Abraham at aabraham@gc.cuny.edu
- SPS – Mr. Carmine Marino at emarino@gc.cuny.edu
Are the New York State pay dates changing?

- No. The scheduled pay dates are not changing.

If you have any questions regarding your July 28th paycheck, please contact your school’s representative:

- **The Graduate Center** - Ms. Willima Tandrian at wtandrian@gc.cuny.edu
- **SPS** - Ms. K. Maynard at kmaynard@gc.cuny.edu
- **SOJ** - Ms. Marie Desir at marie.desir@journalism.cuny.edu

Attached are the Fiscal Year Hourly Payroll Schedule and a sample timesheet for the July 28, 2011 pay cycle. For future use, please download your school’s title specific timesheet from the following links:

- **The Graduate Center and SOJ** –
  http://web.gc.cuny.edu/HumanResources/forms/forms.htm#timesheets

- **SPS**-
  http://sps.gc.cuny.edu/business_office/payroll.html
**HOURLY EMPLOYEE TIMESHEET**

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<tr>
<th>DAY</th>
<th>DATE</th>
<th>AM IN</th>
<th>LUNCH</th>
<th>PM OUT</th>
<th>HOURS Worked</th>
<th>SICK Leave</th>
<th>ANNUAL Leave</th>
<th>OTHER</th>
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Total For The Week: 0 0 0 0

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<th>DAY</th>
<th>DATE</th>
<th>AM IN</th>
<th>LUNCH</th>
<th>PM OUT</th>
<th>HOURS Worked</th>
<th>SICK Leave</th>
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<td>Friday</td>
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<td>College Closed</td>
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Total For The Week: 0 0 0 0

Total For The Period: 0 0 0 0

Employee Signature:  
Timekeeper Signature:  
Supervisor Signature:  

Submission Deadline: Timesheets are due based on the "Hourly Employees Time Sheet Calendar"