

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 cmarino@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

Paydate: July 28, 2011

HOURLY EMPLOYEE TIMESHEET

NAME: _____ **TITLE:** _____

PHONE: _____ **DEPARTMENT:** _____

LOCATION: _____ **SUPERVISOR:** _____

STATUS: HOURLY **TIMEKEEPER:** _____

DAY	DATE	AM IN	LUNCH		PM OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	OTHER
			OUT	IN					
Thursday	06/23/11								
Friday	06/24/11								
Saturday	06/25/11								
Sunday	06/26/11								
Monday	06/27/11								
Tuesday	06/28/11								
Wednesday	06/29/11								
Total For The Week						0	0	0	0

DAY	DATE	AM IN	LUNCH		PM OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	OTHER
			OUT	IN					
Thursday	06/30/11								
Friday	07/01/11								College Closed
Saturday	07/02/11								
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'