POLICY

Staff members of the University are paid either on a bi-weekly or semi-monthly basis. At the Westchester campus, the following staff members are paid bi-weekly: Service staff, part-time Office & Technical staff; full-time and part-time temporary; and special. Full-time Office & Technical and Administrative & Professional staff members at the Westchester campus and all Law School staff members are paid semi-monthly.

Bi-Weekly Payroll

Staff members on the bi-weekly payroll are paid every other Friday, throughout the calendar year. Exceptions to this schedule are noted on the Payroll Deadlines Calendar. Hours worked are recorded on the Kronos sheet or time sheet. The work week for staff members on the bi-weekly payroll begins at 12:01 a.m. Friday and ends at midnight the following Thursday.

Semi-Monthly Payroll

Staff members on the semi-monthly payroll are paid on the 15th and last day of the month. Exceptions to this schedule are noted on the Payroll Deadlines Calendar. Members of the Office & Technical staff record time worked on a time sheet. Administrative & Professional staff members account for whole days out of the office on the monthly absence report. The work week for staff members on the semi-monthly payroll begins at 12:01 a.m. Monday and ends at midnight the following Sunday.

PROCEDURE

Bi-Weekly Payroll

Service staff and part-time Office & Technical staff members on the bi-weekly payroll submit a time sheet or Kronos sheet to the Payroll Office (Westchester) every other Friday according to the Bi-Weekly Payroll Deadlines Calendar. Each Kronos sheet or time sheet reflects hours worked during the 14 days preceding each payroll deadline date (i.e., time records turned in on Friday the 11th, will cover hours worked on the 14 days preceding the 11th.)

Semi-Monthly Payroll

Office & Technical staff members on the semi-monthly payroll submit time sheets to the Payroll Office on the 1st and 16th of the month, according to the Semi-Monthly Payroll Deadlines Calendar. Each time sheet reflects hours worked beginning the day after the last payday to the day of the next payday (i.e., from the 1st through the 15th or the 16th through the last day of the month). Administrative & Professional staff members submit absence reports to the Payroll Office at the beginning of each month, within the first 5 to 8 days.

Processing

Kronos sheets, time sheets and absence reports must be signed by the staff member’s supervisor prior to sending to the Payroll Office for processing. Time records must be submitted to the Payroll Office according to the schedule on the Payroll Deadlines Calendars. If an employee commences employment after the beginning of a pay period (semi-monthly or biweekly), he/she may not receive his/her first paycheck until the following pay period.

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1 Staff members receive a Payroll Deadlines Calendar when they are first hired and then annually each January. Calendars are also available from the Payroll Office at the Westchester campus.
Personnel actions that affect an employee’s paycheck (i.e., new hire, separation, leave of absence, or change in payroll status) require the processing of a Personnel Action Form (PAF). In these situations, the PAF should be routed and submitted to the Payroll Office according to the schedule on the Payroll Deadlines Calendars. PAFs are available from the Human Resources Offices at both campuses.

At the Westchester campus, payroll checks and evidence of direct deposit check stubs may be picked up from the Payroll Office on payday between 11:00 a.m. and 1:00 p.m. and 2:00 p.m. to 4:30 p.m. At the Law School, payroll checks can be picked up from the Fiscal Affairs Office between 11:00 a.m. and 5:00 p.m. Some departments have other arrangements in place for picking up payroll checks and evidence of direct deposit stubs. Employees should check with their supervisors regarding departmental procedures. Photo identification is required in order to release paychecks to employees.

\[2\] See PERSONNEL ACTIONS.
\[3\] See PERSONNEL ACTIONS.