

State Payroll Department



Jennifer Del Rosario
Director, State Payroll

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Assistant Director, State Payroll

Mission Statement

- The Payroll Department is a dedicated team of professionals committed to paying employees on-time and accurately; to providing employees with excellence in customer service and to supporting campus efforts to achieve its mission.

Vision Statement

- The Payroll Department will always support SUNYDMC as it works to achieve its mission. We will provide leadership in respect to our professionalism and knowledge of payroll practices, making sure that SUNYDMC stays in compliance with SUNYHR, with the respective collective Bargaining units in institutions, and Office of the State Comptroller payroll and taxation issues. We will be receptive and responsive to employees' and other departments' needs.

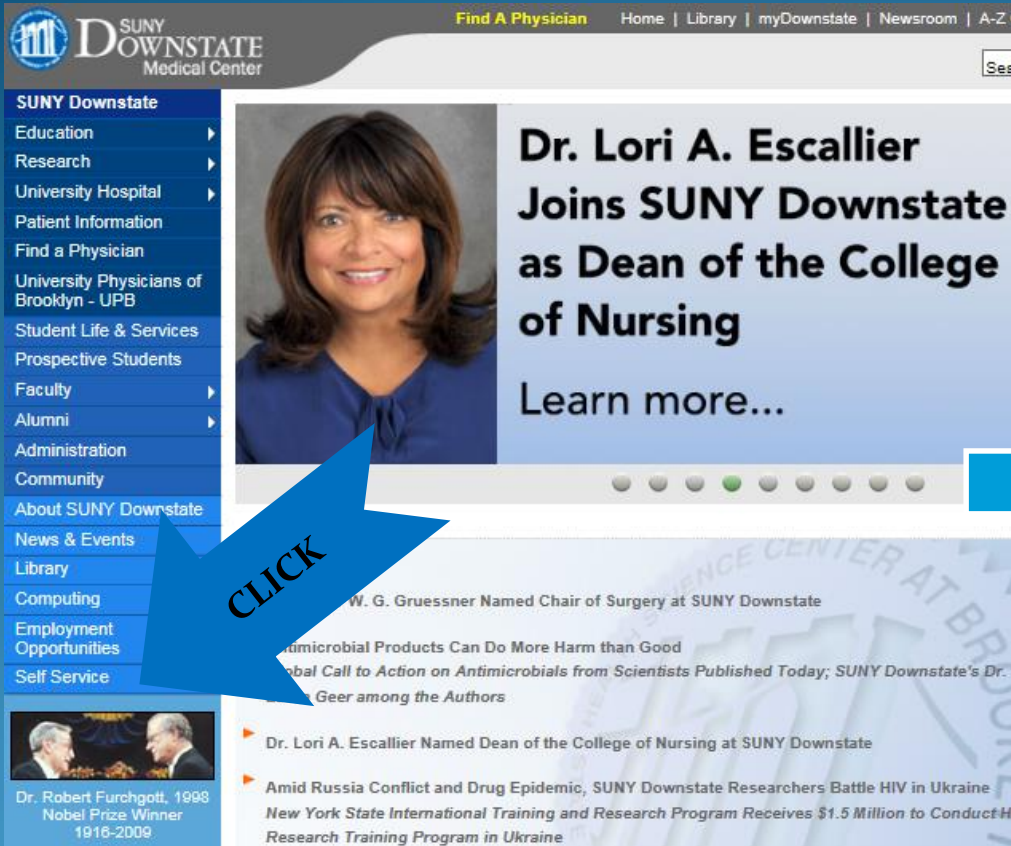
Vision Statement Cont'd

- **Our vision will be accomplished by:**
 - Fulfilling the Payroll Department's mission statement,
 - Providing center-wide communication and training in usage and interpretation of TAS (Time and Attendance) system and campus payroll policies while enhancing employee developmental opportunities,
 - Continuing the departmental education in regards to technology, and
 - Exploring every available avenue to convey information to our customers and updating our website to facilitate communication with the campus community.
- **Core Values:** Confidentiality, Individuality/ Empathy, Teamwork, Honesty, Accuracy/ Timeliness, Trust/ Accountability.

Payroll - Time and Attendance

- It is an employment requirement for every State Employee to maintain their time record on a Bi-Weekly or monthly basis. Timely submission of time sheets/time records is mandatory.
- Following is the schedule when Time sheets/records are due:
 - Classified employees (CSEA, PEF and PBANYS/NYSCOPBA) time sheets/ records are due in the Payroll Office within two days after the close of each Bi-Weekly pay period.
 - Non-classified employees (UUP and MC) time sheets/ records must be updated by the **10th day of the following month**.
- **Manually prepared Time sheets**
- For those *departments and staff that are NOT YET on the online TAS*, time sheets can be scanned and submitted via email to the "CSEA Time Sheets" inbox in DMC's Lotus Notes directory (CSEA Time Sheets@Downstate.edu), scanned to Payroll@downstate.edu or faxed to the Payroll Office 718-270-4143.
- **Payroll Website:** <https://www.downstate.edu/payroll/training.html>
- Most state employees now process time records online at **SUNY Time and Attendance System (TAS)** <https://www.downstate.edu/selfservice/index.html>. This will require your login to access.

ACCESS TO SUNY HR WILL BE FOUND AT:



SUNY Downstate Medical Center

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SUNY Downstate

- Education
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- University Hospital
- Patient Information
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- University Physicians of Brooklyn - UPB
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- Employment Opportunities
- Self Service**

Dr. Lori A. Escallier Joins SUNY Downstate as Dean of the College of Nursing

Learn more...

W. G. Gruessner Named Chair of Surgery at SUNY Downstate

Antimicrobial Products Can Do More Harm than Good

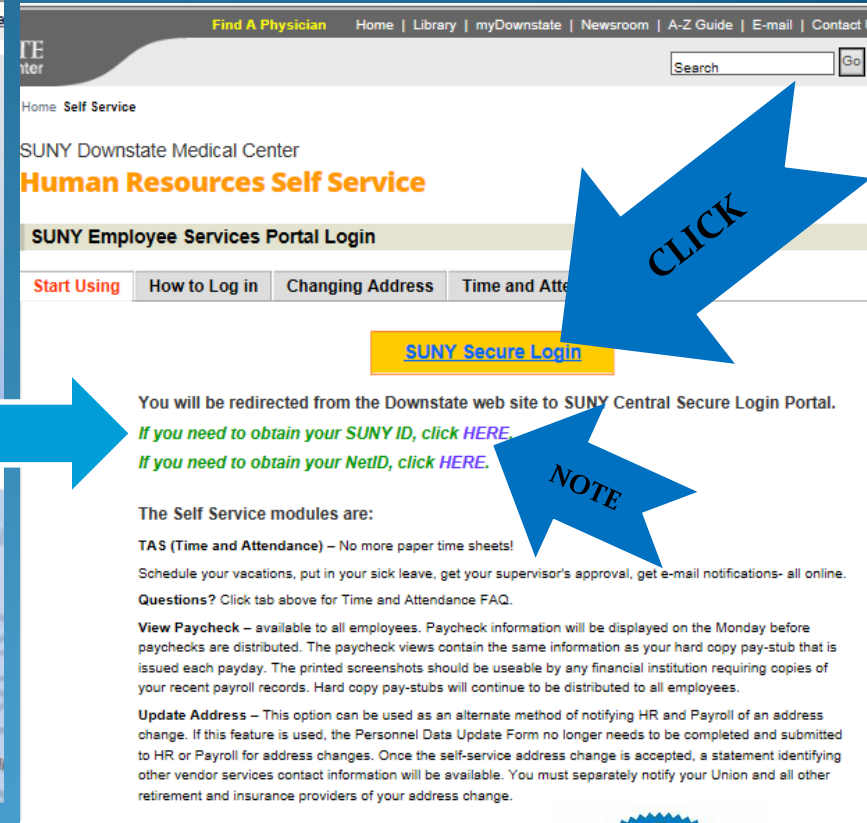
Global Call to Action on Antimicrobials from Scientists Published Today; SUNY Downstate's Dr. [Name] Geer among the Authors

Dr. Lori A. Escallier Named Dean of the College of Nursing at SUNY Downstate

Amid Russia Conflict and Drug Epidemic, SUNY Downstate Researchers Battle HIV in Ukraine

New York State International Training and Research Program Receives \$1.5 Million to Conduct Health Research Training Program in Ukraine

Dr. Robert Furchgott, 1998 Nobel Prize Winner 1916-2009



SUNY Downstate Medical Center

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Home Self Service

HUMAN RESOURCES Self Service

SUNY Employee Services Portal Login

Start Using How to Log in Changing Address Time and Attendance

SUNY Secure Login

You will be redirected from the Downstate web site to SUNY Central Secure Login Portal.

If you need to obtain your SUNY ID, click [HERE](#).

If you need to obtain your NetID, click [HERE](#).

NOTE

The Self Service modules are:

TAS (Time and Attendance) – No more paper time sheets! Schedule your vacations, put in your sick leave, get your supervisor's approval, get e-mail notifications- all online. Questions? Click tab above for Time and Attendance FAQ.

View Paycheck – available to all employees. Paycheck information will be displayed on the Monday before paychecks are distributed. The paycheck views contain the same information as your hard copy pay-stub that is issued each payday. The printed screenshots should be useable by any financial institution requiring copies of your recent payroll records. Hard copy pay-stubs will continue to be distributed to all employees.

Update Address – This option can be used as an alternate method of notifying HR and Payroll of an address change. If this feature is used, the Personnel Data Update Form no longer needs to be completed and submitted to HR or Payroll for address changes. Once the self-service address change is accepted, a statement identifying other vendor services contact information will be available. You must separately notify your Union and all other retirement and insurance providers of your address change.



ACCESS TO SUNY HR WILL BE FOUND AT:

<http://www.suny.edu/time>

Suggested Bookmark

First, you will encounter a
Sign-on Screen



DOWNSTATE
NetID

Web Login

Username:

Password:

Sign in

First-time System Sign-in Information

- For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your campus) and your date of birth (DD/MM/YYYY).
- Once you complete this security procedure, you will not need to verify your information again.

CLICK ON THE "HUMAN RESOURCES SYSTEMS" TAB

Browser address bar: <https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm?>

Page Title: SUNY System

Page Subtitle: SUNY Employee Services P...

SUNY SECURE Employee Services Portal

Portal Home Reports Sign Off Contact Us

Business Systems Applications

[Finance & Management System](#)
[Human Resource Systems](#)
[IDL Inquiry Form](#)
[SMRT - SUNY Management Resource Tool](#)

E-Business Services

Enrollment Management

Specialty Websites

More >>

Welcome JOANNE FRASER
28100 - Downstate Medical, 6/8/15

[My Profile \(-\)](#)
[Configure initial web access](#)
[My Tools \(-\)](#)
[SUNY Online Directory](#)
[My Links \(-\) \(edit\)](#)
[Would you like to add some personal Links?](#)

Training/Presentation Materials

Data Transfer System – SUNY Emergency Alert
[Presentation Materials - Demonstrations - Documents](#)

University Systems Strategic Business Plan
[SUBOA Working Committee Status Meetings](#)

Finance and Management
[SMRT Training Document](#)
[Web/Legacy Training Documents and Procedures](#)
[Finance BI Training Template](#)

Institutional Research
[Academic Programs Enterprise System \(APES\) Campus View Demonstration](#)
[Data Transfer System \(DTS\) Demonstration](#)
[Institutional Research SUNY Management Resource Tool \(SMRT\) Demonstration](#)
[SUNY Business Intelligence Initiative \(SBI\) Dashboard Basics Training](#)

Security
[Security Administration Tool Manual](#)
[Security Administration Tool Web Training](#)

SUNY Web Site Content Management
[OmniUpdate Web-based Training](#)
[Web Navigation Application Training](#)

Employee Directory

The online directory provides the ability to search for employees in the SUNY Campus Directories.

[SUNY Campus Directories](#)

Enter one or more search criteria.

Last Name:

First Name:

☒ Begins with ☐ Contains


(Results open in a new window)

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*Note: You need to have [Adobe Reader](#) installed to view and print PDF files.


10:11 AM 6/8/2015

SUNY HR Self Service


Self Service




[Time and Attendance](#)



[View Paycheck](#)



[SUNY HR Self Service](#)



[NYS Payroll Online](#)

Hover over icons to see functionality.

UUP/MC Time and Attendance Record

- **To Complete Time and Attendance Record:**
- Select the Accrual Period (month) from the drop down menu that you wish to work on and then click the change period button (shown below).
- Double click on the day you wish charge on the monthly calendar (shown below).

UUP/MC Time and Attendance Record

Time and Attendance Record for		
Jane Doe		
Employee Info	Time Record	History Request Time Off Adjust Balances Manage Holidays Setup Proxy Supervisor Work Roster
Campus: 28650	Department: 853005: University-wide Human Resources	Supervisor: Joe Smith

Employee Time Record for December 2012

Accrual Period

December 2012 ~ Working

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday	Regular	Non-Chargeable Time	Reason
Beginning	23.75	91.75	1.25	0.25	0	0		0.25	0	
Charged	2.5	0.0	0.0	0.0	0.0	0.0		0.0	0.0	
Sub-Total	21.25	91.75	1.25	0.25				0.25		
Earned	1.75	1.75	0.0	0.0	0.0	0.0		0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	
Ending	23.00	93.50	1.25	0.25				0.25		

* Includes family sick leave balance

Time Charged

Double-click a day to add or update an Accrual Charge

January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Year's Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Double click on the day you wish to add or update time charged on the monthly calendar (shown above).

To Complete a Time Off Request:

Time and Attendance Record for
Jane Doe

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Proxy](#) | [Supervisor Work Roster](#)

Campus: 28650
Department: 853005: University-wide Human Resources
Supervisor: Joe Smith

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday	Regular
Current	23.75	91.75	1.25	0.25	0	0		0.25
Post-Request* (on 12/31/12)	23.00	93.50	1.25	0.25	0.0	0.0		0.25

* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Year's Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

Select Request Time Off from the menu bar located at the top of the screen (highlighted above).
To request time off from your supervisor, double click on the day you wish to request off or update on the calendar (shown above).

UUP Accruals – Years of Service

- 0-11.25 a month
- 2.....1.33 a month
- 3,4,5.....1.50 a month
- 6.....1.67 a month
- 7.....1.75 a month

Eligible full time employees also earn an extra annual day in January each year.

**** The maximum annual leave days an employee can carry over on Jan 1st is 40 days. An employee cannot accrue more than 200 sick days. ****

Management Confidential (MC)

Accruals for MCs:

- 1.75 Annual Day a month
- 1.75 Sick Day a month
- Eligible full time employees also earn an extra day in January each year.

Vacation Accruals- UUP & MC

- Vacation balance will not exceed 40 days as of January 1st of any calendar year. Vacation accruals may exceed 40 days during the calendar year.
- You will be paid for ***up to 30 vacation days*** upon separation from State service.
 - Your last time record must be approved and property tracking form submitted upon separation.
 - ***We will need those documents to process Lump sum payment.***
- All time off requires prior supervisory approval.
- No advances on vacation accruals.

PEF/CSEA Accruals-Yrs. of Service

- 0-7.....3.75 hrs. Bi-Weekly - Vacation/Sick
 - 7- until.....5.75 hrs. Bi-Weekly – Vacation /(3.75 Sick)
-

An employee earns (5) Personal days on his/her Anniversary and will continue to earn vacation days as follows:

- | | |
|---------------------|-------------------|
| • Year 11 day | Year 5.....5 days |
| • Year 2.....2 days | Year 6.....6 days |
| • Year 3.....3 days | Year 7.....7 days |
| • Year 4.....4 days | |

**** Employees working 8hrs will accrue 4 hrs. annual/sick leave Bi-Weekly.****

PEF/CSEA Accruals-Yrs. of Service

- Employees working 37.5 hrs. per week will begin with 37.5 hrs. of personal time.
- Employees working 40 hrs. per week will begin with 40 hrs. of personal time.

Based on an employee's years of service he/she will continue to accrue vacation days as follows:

- 20-241 additional day
- 25-29.....2 additional days
- 30-34.....3 additional days
- 35/more.....4 additional days

PEF/CSEA Important Points

- Vacation leave cannot be taken until you have completed (6) months of service.
- Vacation accruals can be carried from one year to the next. Anything over 300 hours must be used by March 31st of the following year.
- Vacation leave must be approved by your supervisor.
- The maximum accruals for sick leave is 1500 hours. A doctor's note must be submitted when an employee is out sick for three (3) or more days.
- Death in the family or family sick must be charged to sick leave.

PBANYS BU 21 / NYSCOPBA BU 31

- 0-7.....4 hrs. Bi-Weekly - Vacation/Sick
- 7- until.....6 hrs. Bi-Weekly – Vacation /(4 hrs Sick)

An employee earns (5) Personal days on his/her Anniversary and will continue to earn vacation days as follows:

- | | |
|----------------------|-------------------|
| • Year 11 day | Year 5.....5 days |
| • Year 22 days | Year 6.....6 days |
| • Year 33 days | Year 7.....7 days |
| • Year 44 days | |

PBANYS – BU 21 / NYSCOPBA -BU 31

Based on an employee's years of service he/she will continue to accrue vacation days as follows:

- 20-241 additional day
- 25-29.....2 additional days
- 30-34.....3 additional days
- 35/more.....4 additional days
- **Max employee can earn per year is:**
Sick Leave – 1700 hours / Annual Leave – 320 hours

- Please log onto the Payroll Internet Page to obtain Bi-Weekly Time sheet. (*Bi-Weekly ATTENDANCE & LEAVE ACCRUAL REPORT - CLASSIFIED SERVICE EMPLOYEES*)
 - <https://www.downstate.edu/payroll/time-attendance.html>
- It should be submitted Bi-Weekly and scanned to Payroll@downstate.edu or fax to 718-270-4143.

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Faculty and Individual Hourly/Per Diem/Adjunct

- Please log onto the Payroll Internet Page to obtain Hourly Time sheet. (HOURLY FACULTY AND INDIVIDUAL REPORT OF TIME & ATTENDANCE).
 - <https://www.downstate.edu/payroll/time-attendance.html>
- It should be submitted Bi-Weekly and scanned to Payroll@downstate.edu or faxed to 718-270-4143.

[illegible]

Payroll

- Paid Bi-Weekly on Wednesdays for work performed two weeks earlier.
- Salary Factor used to compute your Bi-Weekly salary
 - Full-time employees
 $\text{Base Salary} \times \text{Factor}$
 - Part-time employees
 $\text{Base Salary} \times \text{Factor} \times \text{Percentage of obligation (FTE)}$
- **Note:** Dividing your salary by 26 will not give you the correct salary. State paychecks are base on the State fiscal year which can not be equally divided.
- The salary factor use is .038356 (for leap year is .038251).
- Review all information for accuracy.

The pay week begins on Thursday and ends on Wednesday.

Overtime & Holiday

- **Overtime: Any hours worked in excess of 40 hours.**
- For the employee who works 37.5hrs, the 2 ½ hours worked after the 37.5 hrs. is Comp Time.
 - Any additional time worked is considered overtime and the employee will be compensated accordingly.
- Please indicate your regular hours, by indicating the time your shift begins and when it ends, for e.g. 7:00am – 3:00pm.
- If a holiday falls on your regular day off, then you will automatically receive that HOLIDAY on the books.

Overtime & Holiday Cont'd

- Please note that your HOLIDAY hours cannot exceed 97.5 hours.
 - However, if you opt to be paid for the Holiday you worked, then you will not be credited for the day on the books.
- If you are transferring from another State Agency, you must inform The Time & Attendance Unit.
 - (Accruals from your former agency, can be credited to either your annual or sick time).
- **Meal allowance:**
 - This is paid when you have worked (3) or more hours before or after your regular shift and after (6) hours on your day off.
- **Salary Withholding Program:** (MC, PEF & CSEA)

Employees newly added to the payroll shall have one (1) day held for the first five (5) pay periods. Employees shall recover monies deferred under this program at the time they leave State service.

(Employee should be off the payroll for six weeks and not owing the State)

State Leaves

Leaves information in your packet include the following:

- Additional Sick Leave (Presidential Leave)
- Bone Marrow and Organ Donors
- Breast Cancer Screening (BCS): doctor's note
- Family Medical Leave Act (FMLA)
- Jury Duty
- Conference
- Off Campus Meeting
- Professional Exam
- Training/Professional Development
- Sabbatical Leave
- Extra Ordinary Inclement Weather
- Military Leave
- Prostate Cancer Screening (PCS).

NOTE: Documentation is required for all leaves

Legal Holidays


- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Floating Holidays

Lincoln

Election Day

Payroll Internet Website

**SUNY
DOWNSTATE**
Medical Center

Home | Library | My Downstate | Navigation | PAY Code | Email | Contacts | Publications

Search: Advanced Search
Phone Directory

Payroll / Time & Attendance
Forms and Documents
Time and Attendance
Training Resources
Supply Chain Related Services
Supply Chain
Procurement
Accounts Payable

Home > [Payroll / Time and Attendance](#) > Forms and Documents

SUNY Downstate Medical Center
Payroll / Time and Attendance

Forms and Documents

Payroll
State employees are Paid Bi-Weekly on Wednesdays for work performed two weeks earlier; Each pay week begins on Thursday and ends on Wednesday. Students are paid on alternate Thursday.
The Salary Factor for calculating biweekly Bi-Weekly check salary is based upon the number of workdays in the state fiscal year. Dividing your annual salary by 26 will not give you the correct biweekly salary total. The salary factor use is .038356 (for leap year is .038251):
Full-time employees: Base Salary X Factor
Part-time employees: Base Salary X Factor X Percentage of obligation (FTE)

- ▶ Institutional Payroll Calendar
- ▶ Student Assistant & College Work Study Payroll Schedule with submission deadlines
- ▶ Administration Payroll Calendar
- ▶ Direct Deposit Form for NYS Employees (AC2772)
- ▶ Municipal Credit Union Deduction Authorization
- ▶ Payroll Authorization Form
- ▶ Payroll Authorization To Mail Checks
- ▶ Payroll Data Update Form for Student Assistant & College Workstudy
- ▶ Prior Year Social Security and Medicare Tax Refund Certification
- ▶ Property Tracking Form
- ▶ Report of Overtime Meal Allowance
- ▶ Supervisor's Report of Overtime

Tax Information
Change of Address: Status changes (marital status, phone number, address, social security number, etc) can be made by completing a Personal Data Update form and attaching legal documentation. This form can be obtained from the internal HR website at HRLIB.downstate.edu. Send completed form and documents to: HRTransactions@downstate.edu and use eMail Subject Line = Employee Status Change. Some status changes may require employee to visit to DHR in person.

- If you are changing your address TO or LEAVING the 5 boroughs of NYC (Brooklyn, Bronx, Queens, Manhattan, and Staten Island), you will need to complete a new W-4-Form and IT-2104 Form (e.g. From NJ to NYC, or FROM NYC to NJ).
- If you have any questions, feel free to contact Payroll at ext. 1139 or email Payroll@downstate.edu.

We went live as a campus as of December 5, 2017 with NYS Payroll Online. Please see the [NYS Payroll Online Flyer](#) and in the Training Resources review the NYS Payroll Online Self Service presentation.

Tax for Lump Sum Payments: Supplemental wages are generally taxed using the Optional Flat Rate Method (flat 25%). The MC Merit Award has been determined to be supplemental wages and will be taxed using this method. The SUNY Discretionary Award (Earnings Code "SMR") is taxable income subject to employment and income taxes and will be taxed using the Supplemental Optional Flat Rate Method.

- Be advised that this method will override any W-4 information that is currently in PayServ.
- Additional information: <http://www.osc.state.ny.us/agencies/pbull/suny/su238.htm>

Tax Forms
W2 Forms are mailed from NYS-Albany to the employee's address on file on or before January 31 of each year.

- ▶ Request for Duplicate W-2: To request a duplicate W-2 statement after February 15: eMail the completed form to Payroll@downstate.edu or fax to 718-270-4143.
- ▶ Payroll Bulletin – Federal Withholding Change for Tax Year 2018

Payroll Time & Attendance INFO
Phone: 718-270-1139
Fax: 718-270-4143
Mail Stop: 10
Email: eMail Payroll
Location: EB Room B-007
Hours: M-F 9am to 5pm, Walk-ins 10am to 3pm, except holidays
Director: Jennifer Del Rosario, 718-270-1315
Asst Director: Patricia Ralch, 718-513-8145
AVP: Craig Campbell, 718-270-1613
Web feedback welcomed. Didn't find what you needed, or a broken link? eMail us

Payroll Calendar on our website

**Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
ADMINISTRATION PAYROLL CALENDAR
APRIL 1, 2017 – APRIL 30, 2018
LAG**

NEW FISCAL YEAR...2018-2019

Period
No.

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26

APRIL 2017						
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JULY 2017						
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Period
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OCTOBER 2017						
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DECEMBER 2017						
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MARCH 2018						
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Period
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APRIL 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Payday is the Wednesday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

= PAYROLL PERIOD ENDING DATE

H = HOLIDAY

**ADMINISTRATION AGENCIES 2017-2018
ON A LAG BASIS
(Refer to Payroll Bulletins for Submission Dates)**

PAYROLL PERIOD

- No. 1 April 6 – April 19
- No. 2 April 20 – May 3
- No. 3 May 4 – May 17
- No. 4 May 18 – May 31
- No. 5 June 1 – June 14
- No. 6 June 15 – June 28
- No. 7 June 29 – July 12
- No. 8 July 13 – July 26
- No. 9 July 27 – August 9
- No. 10 August 10 – August 23
- No. 11 August 24 – September 6
- No. 12 September 7 – September 20
- No. 13 September 21 – October 4
- No. 14 October 5 – October 18
- No. 15 October 19 – November 1
- No. 16 November 2 – November 15
- No. 17 November 16 – November 29
- No. 18 November 30 – December 13
- No. 19 December 14 – December 27
- No. 20 December 28 – January 10
- No. 21 January 11 – January 24
- No. 22 January 25 – February 7
- No. 23 February 8 – February 21
- No. 24 February 22 – March 7
- No. 25 March 8 – March 21
- No. 26 March 22 – April 4

CHECK DATES

- May 3
- May 17
- May 31
- June 14
- June 28
- July 12
- July 26
- August 9
- August 23
- September 6
- September 20
- October 4
- October 18
- November 1
- November 15
- November 29
- December 13
- December 27
- January 10
- January 24
- February 7
- February 21
- March 7
- March 21
- April 4
- April 18

NEW FISCAL YEAR...2018-2019

Period No.	APRIL 2018	Payday is the Wednesday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.
26	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

ADMINISTRATION AGENCIES 2017-2018 ON A LAG BASIS (Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 6 – April 19	May 3
No. 2 April 20 – May 3	May 17
No. 3 May 4 – May 17	May 31
No. 4 May 18 – May 31	June 14
No. 5 June 1 – June 14	June 28
No. 6 June 15 – June 28	July 12
No. 7 June 29 – July 12	July 26
No. 8 July 13 – July 26	August 9
No. 9 July 27 – August 9	August 23
No. 10 August 10 – August 23	September 6
No. 11 August 24 – September 6	September 20
No. 12 September 7 – September 20	October 4
No. 13 September 21 – October 4	October 18
No. 14 October 5 – October 18	November 1
No. 15 October 19 – November 1	November 15
No. 16 November 2 – November 15	November 29
No. 17 November 16 – November 29	December 13
No. 18 November 30 – December 13	December 27
No. 19 December 14 – December 27	January 10
No. 20 December 28 – January 10	January 24
No. 21 January 11 – January 24	February 7
No. 22 January 25 – February 7	February 21
No. 23 February 8 – February 21	March 7
No. 24 February 22 – March 7	March 21
No. 25 March 8 – March 21	April 4
No. 26 March 22 – April 4	April 18

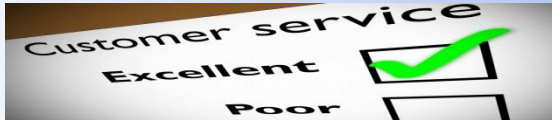
<https://www.downstate.edu/payroll/forms.html>

OFFICE OF STATE PAYROLL

TIME AND ATTENDANCE

CONTACT INFORMATION

(Please Call for an appointment)



Telephone #(718)-270-1139

Fax # (718)-270-4143

Education Bldg Rm B-007

E-mail address: Payroll@downstate.edu

Payroll Window Hours:

Monday – Friday 10.00am – 3.00pm

General Office Hours:

Monday – Friday 9:00am – 5:00pm

- In an effort to provide prompt response to your inquiries regarding Payroll / Time and Attendance questions, please utilize the Payroll Inbox. (payroll@downstate.edu)
- This email address will also serve to collect all documents relating to Payroll (e.g. Direct Deposit forms, time sheets, W4 forms, IT-2104, etc.).
- Employees may also log onto the Payroll intranet page for additional information, tax information, commonly used forms and Time and Attendance (TAS) training resources.

<https://www.downstate.edu/payroll/forms.html>

QUESTIONS & ANSWERS

