

# State Payroll Department



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Director, State Payroll  
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# 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, professionalism and knowledge of payroll practices. We will make sure that SUNYDMC stays in compliance with SUNYHR, with respect to collective Bargaining agreements and The Office of the State Comptroller. We will be receptive and responsive to employees' and other department's 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) and campus payroll policies, while enhancing employee development.
  - 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 **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](mailto:CSEA.Time.Sheets@Downstate.edu)), scanned to [Payroll@downstate.edu](mailto:Payroll@downstate.edu) or faxed to the Payroll Office 718-270-4143.
- Payroll Website: <https://www.downstate.edu/finance/departments/payroll.html>
- Most state employees now process time records online at [SUNY Time and Attendance System \(TAS\)](#). This will require your login to access.



# ACCESS TO SUNY HR WILL BE FOUND AT:



**SUNY Downstate Medical Center**

Find A Physician Home | Library | myDownstate | Newsroom | A-Z

**SUNY Downstate**

- Education
- Research
- University Hospital
- Patient Information
- Find a Physician
- University Physicians of Brooklyn - UPB
- Student Life & Services
- Prospective Students
- Faculty
- Alumni
- Administration
- Community
- About SUNY Downstate
- News & Events
- Library
- Computing
- 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

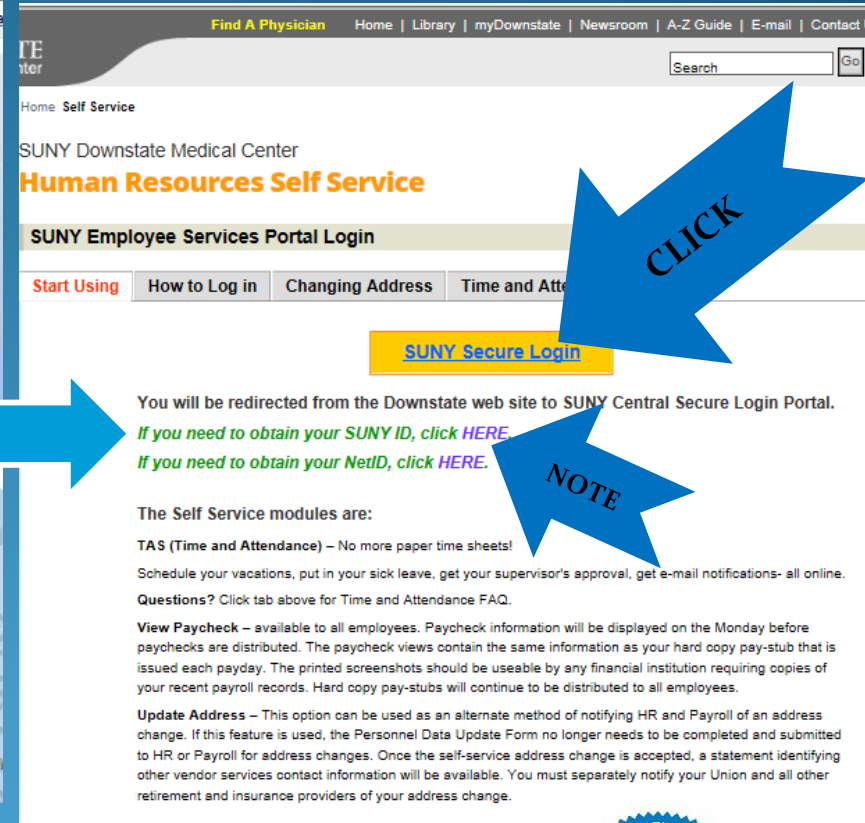
Global Call to Action on Antimicrobials from Scientists Published Today; SUNY Downstate's Dr. ... Geer among the Authors

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 H... Research Training Program in Ukraine

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



**Human Resources Self Service**

**SUNY Employee Services Portal Login**

Start Using How to Log in Changing Address Time and Att...

**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.



# 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

The screenshot displays the SUNY Employee Services Portal. The browser address bar shows the URL: <https://www2.sysadm.suny.edu/employeeservices/main/employeeportal.cfm?>. The page title is "SUNY SECURE Employee Services Portal".

The main navigation bar includes the following tabs: **Business Systems Applications**, **E-Business Services**, **Enrollment Management**, **Specialty Websites**, and **More >>**. The **E-Business Services** tab is currently selected.

Under the **E-Business Services** tab, the following links are listed:

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

On the right side of the page, a user profile is displayed for JOANNE FRASER, with the address 28100 - Downstate Medical, 6/8/15. The profile includes links for [My Profile \(-\)](#), [Configure initial web access](#), [My Tools \(-\)](#), [SUNY Online Directory](#), and [My Links \(-\) \(edit\)](#). A link [Would you like to add some personal Links?](#) is also present.

The main content area is divided into two sections:


- Training/Presentation Materials**: This section lists various training materials, including [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](#), and [Web Navigation Application Training](#).
- Employee Directory**: This section provides information about the online directory, stating: "The online directory provides the ability to search for employees in the SUNY Campus Directories." It includes a link to [SUNY Campus Directories](#) and a search form. The search form has fields for **Last Name:** and **First Name:**, and radio buttons for **Begins with** (selected) and **Contains**. Below the search form are buttons for **Search** and **Clear Form**, with a note: "(Results open in a new window)".

The footer of the page contains the SUNY logo, the text "The State University of New York", and copyright information: "Copyright © 2015 The State University of New York. All rights reserved." It also includes links for [Contact Us](#), [WEB ACCESSIBILITY](#), and [Privacy Policy](#). A note states: "Note: You need to have [Adobe Reader](#) installed to view and print PDF files."




# SUNY HR Self Service


## Self Service




[Time and Attendance](#)



[View Paycheck](#)



[SUNY HR Self Service](#)



[NYS Payroll Online](#)

*Hover over icons to see functionality.*

# 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).

## Time Record Posting

As submitted at 4:50:22 PM

## Notes:

- Please enter comments if charging less than a full day."

## Single Day Leave (using quarter units)

[Show Multi-Day](#)

From Date: 10/06/2020

Vacation: FLSA Compensatory: Sick: Family Sick: Holiday: Floater: Voluntary Work Reduction: Lost Time: Military Leave: Non-Chargeable: 

Non-Chargeable Type: Administrative Leave ▼

Adjustment Reason: Select ... ▼

Comments (f) :

Save

Cancel



# 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	<a href="#">Change Period</a>

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						
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).

# UUP Accruals – Years of Service

- 0-1 .....1.25 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1.....1 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:

- 20-24 .....1 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 31<sup>st</sup> 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 1.....1 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 |                   |



# PBANYS – BU 21 / NYSCOPBA -BU 31

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

- 20-24 .....1 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



# CSEA/PEF/Security who are not on TAS

- 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/finance/departments/payroll.html>
- It should be submitted Bi-Weekly and scanned to [Payroll@downstate.edu](mailto:Payroll@downstate.edu) or fax to 718-270-4143.

SUNY DOWNSTATE MEDICAL CENTER										BI-WEEKLY ATTENDANCE & LEAVE ACCRUAL REPORT - CLASSIFIED SERVICE EMPLOYEES																			
1 EMPLOYEE'S NAME (LAST, FIRST, MI)										DEPT.		ANNIV. DATES		VAC		PL		PERIOD BEGIN		PERIOD END									
2 Title										GRADE		NEG. UNIT		REGULAR 80		REGULAR 75		HOURLY		DAY		EVENING		NIGHT					
3 S.S.#																		REGULAR SHIFT:											
MONTH/DATE	DAY	Regular Hours				Overtime Hours				HRS WORKED	CHECK BOX LEGAL HOLIDAY	OVERTIME			TIME USED														
		IN	OUT	IN	OUT	IN	OUT	IN	OUT			ENTER NO. HRS WORKED	OVERTIME	COMP TIME	PD. OVER TIME	ANNUAL LEAVE	SICK LEAVE	FAM SICK LV.	HOL. LEAVE	PERS. LEAVE	COMP TIME	EMP. ORG. LV.	FMLA LEAVE	*DRL					
	THU																												
	FRI																												
	SAT																												
	SUN																												
	MON																												
	TUE																												
	WED																												
	THU																												
	FRI																												
	SAT																												
	SUN																												
	MON																												
	TUE																												
	WED																												
4 I have examined the above entries and certify them to be correct. I agree with the accumulations reported on this form. Accrual Summaries show as subject to review and correction by Payroll Office.										Totals		Note: Overtime indicated in HRS WORKED																	
5 I hereby certify that hours and days indicated represent time worked by the named employee; that charges to credits have my approval and that overtime indicated was at my request to perform essential duties which could not be done during regular hours and are noted on Authorization for Overtime forms submitted by me.																													
6 SIGNATURE OF EMPLOYEE										DATE		TITLE		SIGNATURE OF SUPERVISOR										DATE					
7 PERIOD ENDING										TIME RECORD USE ONLY		ANN. LV.		SICK LV.		PERS. LV.		COMP. TM		HOL. LV.		*DRL (Delist Reduction Leave)		FMLA LV TAKEN DURING CYL YEAR		ACCUM EMP. ORG. LEAVE		Time Record Unit Notes	
Note To Employee: Line 5 New Balance is your accumulated balance as of date show above.										1. BALANCE BROUGHT FWD.																		EXCEPTIONS: <input type="checkbox"/> None <input type="checkbox"/> DMC-PR-101 SENT <input type="checkbox"/> AS NOTED	
										2. TIME USED (-)																		PAYROLL REVIEW: INITIALS: _____ Date _____	
										3. SUB TOTAL:																			
										4. TIME EARNED (+)																			
										5. NEW BALANCE																			

- Please log onto the Payroll Internet Page to obtain Hourly Time sheet.  
(HOURLY FACULTY AND INDIVIDUAL REPORT OF TIME & ATTENDANCE).
- 
- It should be submitted Bi-Weekly and scanned to [Payroll@downstate.edu](mailto:Payroll@downstate.edu) or faxed to 718-270-4143.

Rev. Payroll Dept  
7/2011



# 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
- 4<sup>th</sup> of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

## *Floating Holidays*

*Lincoln*

*Election Day*

# Payroll Internet Website

## THE SUNY DOWNSTATE FINANCE DIVISION

### Payroll

#### Our Mission: What We Do

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.

Located At: EB Room B-007 [map](#)

Mail Stop Code: 10

Department email: [payroll@downstate.edu](mailto:payroll@downstate.edu)

Department phone: (718) 270-1139

Hours: Walk-in hours are from 10am - 3pm

### Payroll Resources:

#### Policy & Procedures

- ▶ Overpayment Policy: As of July 1, 2020, the deduction for all new overpayments will be at 15% of gross salary.
- ▶ [Review the complete Overpayment Policy here \(PDF\) »](#)

[Forms & Documents >>](#)

[Time & Attendance >>](#)

[Training Resources >>](#)

#### Bulletins (PDF)

- ▶ [Non-Chargeable Type Submission of Time Sheets Time Records](#)
- ▶ [Separation Final Payments \(Last Paychecks Lump Sum Payments\)](#)

<https://www.downstate.edu/finance/departments/payroll.html>



# DIRECT DEPOSIT

- The Direct Deposit form is located on the Payroll website

<https://www.downstate.edu/payroll/documents/payroll/payroll-ac2772-2012.pdf>

- Scan completed form with a voided check to [payroll@downstate.edu](mailto:payroll@downstate.edu)

- DO NOT SUBMIT DIRECT DEPOSIT FORM UNTIL YOU RECEIVE YOUR FIRST PAYCHECK



# Click on this tab in TAS



**NYS**  
**Payroll Online**

Office of the State Comptroller

**Online Services**

New York State Comptroller

Thomas P. DiNapoli



**NYS Payroll Online**

[Home](#) | [Sign out](#) | [Terms of Use](#)

## NYS Payroll Online

### [View Paycheck](#)

View your past and present pay stubs.

### [View Direct Deposit Account\(s\)](#)

View your direct deposit account details.

### [Go Paperless](#)

Opt In/Out of receiving printed pay stubs and/or W-2s.

### [Update Tax Withholdings](#)

View and update your Federal, State, and Local tax withholding information.

### [View W-2](#)

View and print your past and present W-2s.

### [Update Email Addresses](#)

View and update your email addresses.

### [How Can We Improve This Site?](#)

Take a quick survey and share your thoughts.

## NYS Payroll Online Help

### **NYS Payroll Online Availability**

24 hours a day, 7 days a week

Maintenance Downtime: 3<sup>rd</sup> Sunday of the Month

### [Troubleshooting Guide](#)

### [Job Aids](#)

### [Agency Coordinators](#)

## Payroll News

### **Direct Deposit Enrollment Information**

The Office of the State Comptroller (OSC) encourages all employees paid through the New York State payroll system to enroll in direct deposit. Enrolling in direct deposit will help ensure employees are able to safely access their payroll funds.

With direct deposit, you get paid even when you are out sick or out of town. It saves you from having to go to the bank to cash your check and from worrying that your check has been lost, misplaced, or stolen. Your net pay can be deposited in up to 8 accounts, giving you flexibility in managing your money. Over 85% of the State workforce is already enrolled.

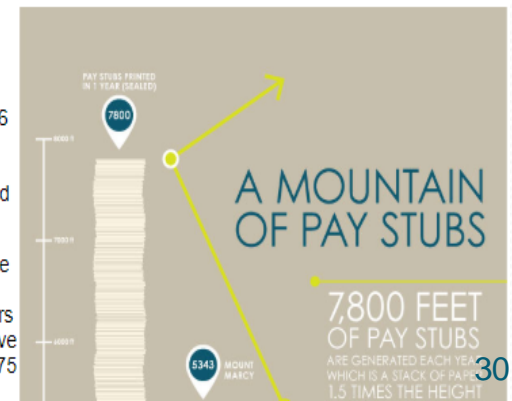
To enroll in direct deposit, complete the [Direct Deposit Form for NYS Employees \(AC-2772\)](#) and submit it to your agency's Office of Human Resources or Payroll Office.

## Of Interest...

### **A Mountain of Pay Stubs**

For New York State employees, payday happens 26 times a year, which means 26 pay stubs are printed for each employee. When stacked, 26 sealed pay stubs stands just 0.312 inches—that's not much. However, 26 sealed pay stubs for 300,000 employees would stand 7,800 feet! That's nearly 1.5 times the height of Mount Marcy, the tallest mountain in New York State. In less than 4 years, enough pay stubs will be printed to stand as tall as Mount Everest—a height of 29,029 feet!

How can you help reduce this mountain of pay stubs? If you haven't done so already, choose to [Go Paperless](#) and opt out of receiving printed pay stubs. If you have opted out, you can help by encouraging your coworkers to do the same. So far, more than 35,000 New York State employees have chosen to go paperless, which has cut down the stack of pay stubs by 975 feet. That's 3 times the height of the Statue of Liberty and almost the



# 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.

▽

APRIL 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
26	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	

MAY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
2	1	2	3	4	5	6
	7	8	9	10	11	12
3	13	14	15	16	17	18
	19	20	21	22	23	24
4	25	26	27	28	29	30
	31					

JUNE 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
5	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
6	22	23	24	25	26	27
	28	29	30			

JULY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
7	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
8	20	21	22	23	24	25
	26	27	28	29	30	31

AUGUST 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
9	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
10	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

SEPTEMBER 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
11	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
12	21	22	23	24	25	26
	27	28	29	30		

OCTOBER 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
13	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
14	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

NOVEMBER 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
15	1	2	3	4	5	6
	7	8	9	10	11	12
16	13	14	15	16	17	18
	19	20	21	22	23	24
17	25	26	27	28	29	30

DECEMBER 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
18	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
19	21	22	23	24	25	26
	27	28	29	30	31	

JANUARY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
20	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
21	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

FEBRUARY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
22	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
23	19	20	21	22	23	24
	25	26	27	28		

MARCH 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
24	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
25	19	20	21	22	23	24
	25	26	27	28	29	30
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Period No.

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Period No.

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APRIL 2018

SUN	MON	TUE	WED	THU	FRI	SAT

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	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											
Period No.	MAY 2018							JUNE 2018					
2	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
3	1	2	3	4	5	6		1	2	3	4	5	6
4	7	8	9	10	11	12	13	7	8	9	10	11	12
5	14	15	16	17	18	19	20	14	15	16	17	18	19
6	21	22	23	24	25	26	27	21	22	23	24	25	26
7	28	H	30	31				28	29	30	31		
Period No.	JULY 2018							AUGUST 2018					
8	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
9													
10	1	2	3	4	5	6		1	2	3	4	5	6
11	7	8	9	10	11	12	13	7	8	9	10	11	12
12	14	15	16	17	18	19	20	14	15	16	17	18	19
13	21	22	23	24	25	26	27	21	22	23	24	25	26
14	28	29	30	31				28	29	30	31		
Period No.	SEPTEMBER 2018							OCTOBER 2018					
15	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
16													
17	1	2	3	4	5	6		1	2	3	4	5	6
18	7	8	9	10	11	12	13	7	8	9	10	11	12
19	14	15	16	17	18	19	20	14	15	16	17	18	19
20	21	22	23	24	25	26	27	21	22	23	24	25	26
21	28	29	30	31				28	29	30	31		
Period No.	NOVEMBER 2018							DECEMBER 2018					
22	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
23													
24	1	2	3	4	5	6		1	2	3	4	5	6
25	7	8	9	10	11	12	13	7	8	9	10	11	12
26	14	15	16	17	18	19	20	14	15	16	17	18	19
27	21	22	23	24	25	26	27	21	22	23	24	25	26
28	28	29	30	31				28	29	30	31		
Period No.	JANUARY 2019							FEBRUARY 2019					
29	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
30													
31	1	2	3	4	5	6		1	2	3	4	5	6
32	7	8	9	10	11	12	13	7	8	9	10	11	12
33	14	15	16	17	18	19	20	14	15	16	17	18	19
34	21	22	23	24	25	26	27	21	22	23	24	25	26
35	28	29	30	31				28	29	30	31		

<https://www.downstate.edu/finance/departments/payroll.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](mailto:Payroll@downstate.edu)

### General Office Hours:

Monday – Friday 10:00am – 2:00pm

- In an effort to provide prompt response to your inquiries regarding Payroll / Time and Attendance questions, please utilize the Payroll Inbox. ([payroll@downstate.edu](mailto:payroll@downstate.edu))
- This email address will also serve to collect all documents relating to Payroll (e.g. Direct Deposit forms, time sheets, 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/finance/departments/payroll.html>



# QUESTIONS & ANSWERS

