2013 - 2014 PAYROLL SCHEDULE

746 (PER DIEM) / 747 (PER SESSION) PAYROLLS

Pay Period Earned Dates	Timekeeping/ Approval Close Dates	Appointments Sent	Gross Pay/ One Time ADJ FISA Calc	EFT Stop Payment Deadline	Mailing/ Check Date
07/01/13 – 07/15/13	07/19/13	07/22/13	07/25/13	07/26/13	07/31/13
07/16/13 – 07/31/13	08/06/13	08/07/13	08/12/13	08/13/13	08/16/13
08/01/13 – 08/15/13	08/21/13	08/22/13	08/27/13	08/28/13	09/03/13
08/16/13 – 08/31/13	09/10/13	09/11/13	09/16/13	09/17/13	09/20/13
09/01/13 – 09/15/13	09/19/13	09/20/13	09/25/13	09/26/13	10/01/13
09/16/13 – 09/30/13	10/04/13	10/07/13	10/10/13	10/11/13	10/17/13
10/01/13 – 10/15/13	10/21/13	10/22/13	10/25/13	10/28/13	10/31/13
10/16/13 – 10/31/13	11/07/13	11/08/13	11/14/13	11/15/13	11/20/13
11/01/13 – 11/15/13	11/21/13	11/22/13	11/27/13	12/02/13	12/05/13
11/16/13 – 11/30/13	12/05/13	12/06/13	12/11/13	12/12/13	12/17/13
12/01/13 – 12/15/13	12/19/13	12/20/13	12/27/13	12/30/13	01/06/14
12/16/13 – 12/31/13	01/07/14	01/08/14	01/13/14	01/14/14	01/17/14
01/01/14 – 01/15/14	01/22/14	01/23/14	01/28/14	01/29/14	02/03/14
01/16/14 – 01/31/14	02/06/14	02/07/14	02/13/14	02/14/14	02/20/14
02/01/14 – 02/15/14	02/27/14 *	02/28/14	03/05/14	03/06/14	03/11/14
02/16/14 – 02/28/14	03/06/14	03/07/14	03/12/14	03/13/14	03/18/14
03/01/14 – 03/15/14	03/20/14	03/21/14	03/26/14	03/27/14	04/01/14
03/16/14 – 03/31/14	04/04/14	04/07/14	04/10/14	04/11/14	04/16/14
04/01/14 – 04/15/14	04/28/14**	04/29/14	05/02/14	05/05/14	05/08/14
04/16/14 – 04/30/14	05/06/14	05/07/14	05/12/14	05/13/14	05/16/14
05/01/14 – 05/15/14	05/21/14	05/22/14	05/28/14	05/29/14	06/03/14
05/16/14 – 05/31/14	06/05/14	06/06/14	06/11/14	06/12/14	06/17/14
06/01/14 – 06/15/14	06/19/14	06/20/14 ***	06/25/14	06/26/14	07/01/14
06/16/14 – 06/30/14	06/30/14		07/03/14	07/07/14	07/10/14

* Timekeeping Delay to Accommodate Mid-Winter Recess

**Timekeeping Delay to Accommodate Spring Recess

*** Cut-off for New Appointments

Winter Recess: 12/23/13 - 01/01/14

Spring Recess: 04/14/14/ - 04/22/14

Mid-Winter Recess: 02/17/14 - 02/21/14

FISCAL Year Rollover (Tentative): 06/21/14 - 06/27/14

Dates are subject to change

Up-to-date payroll information can be obtained from the PDPS Per Diem / Per Session Payroll Bulletin Boards, the TBNK Per Session Payroll Bulletin Board, the Division of Financial Operations (DFO) website: http://schools.nyc.gov/offices/DFO and the Payroll Portal website: https://PayrollPortal.nycboe.net