

Research Foundation 2019 Payroll Dates

January	February	March
Su M Tu W Th F Sa 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 31	Su M Tu W Th F Sa 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	Su M Tu W Th F Sa 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 31
April	May	June
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July	August	September
Su M Tu W Th F Sa 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 31	Su M Tu W Th F Sa 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 31	Su M Tu W Th F Sa 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
October	November	December
Su M Tu W Th F Sa 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 31	Su M Tu W Th F Sa 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	Su M Tu W Th F Sa 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 31

• Direct Deposit or Pay Card available and preferred by RF, sign up at ORSP.
 • See RF Self Service Portal for pay stub information:
https://srfoapp02.rfsuny.org:4443/OA_HTML/AppsLogin

Exempt Time Reporting

Timesheets due every month.
See below for due dates & pay dates.

Timesheet Period	Biweekly Periods		Pay Date
	Start	End	
January (Due 08-Feb-19)	22Dec18 - 04Jan19		01/04/19
	05Jan19 - 18Jan19		01/18/19
	19Jan19 - 01Feb19		02/01/19
February (Due 03-Mar-19)	02Feb19 - 15Feb19		02/15/19
	16Feb19 - 01Mar19		03/01/19
March (Due 19-Apr-19)	02Mar19 - 15Mar19		03/15/19
	16Mar19 - 29Mar19		03/29/19
April (Due 17-May-19)	30Mar19 - 12Apr19		04/12/19
	13Apr19 - 26Apr19		04/26/19
May (Due 14-Jun-19)	27Apr19 - 10May19		05/10/19
	11May19 - 24May19		05/24/19
	25May19 - 07Jun19		06/07/19
June (Due 12-Jul-19)	08Jun19 - 21Jun19		06/21/19
	22Jun19 - 05Jul19		07/05/19
July (Due 09-Aug-19)	06Jul19 - 19Jul19		07/19/19
	20Jul19 - 02Aug19		08/02/19
August (Due 20-Sep-19)	03Aug19 - 16Aug19		08/16/19
	17Aug19 - 30Aug19		08/30/19
September (Due 18-Oct-19)	31Aug19 - 13Sep19		09/13/19
	14Sep19 - 27Sep19		09/27/19
October (Due 15-Nov-18)	28Sep19 - 11Oct19		10/11/19
	12Oct19 - 25Oct19		10/25/19
	26Oct19 - 08Nov19		11/08/19
November (Due 06-Dec-19)	09Nov19 - 22Nov19		11/22/19
	23Nov19 - 06Dec19		12/06/19
December (Due 10-Jan-20)	07Dec19 - 20Dec19		12/20/19
	21Dec19 - 03Jan20		01/03/20

Please Note:
Exempt employees should turn in their timesheets at the end of each month.

**RESEARCH FOUNDATION
2019 HOLIDAY SCHEDULE**

New Year's Day	Tuesday, January 1
Dr. Martin Luther King Jr. Day	Monday, January 21
Lincoln's Birthday*	Tuesday, February 12
Washington's Birthday	Monday, February 18
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Election Day**	Tuesday, November 5
Veteran's Day (observed)	Monday, November 11
Thanksgiving Day	Thursday, November 28
Christmas Day	Wednesday, December 25

PLEASE NOTE:

- * Lincoln's Birthday is a floating holiday for exempt and non-exempt staff. Exempt staff observe this holiday on the day after Thanksgiving.
- ** Election Day is a floating holiday for both exempt and non-exempt staff.