

**Research Foundation 2017 Payroll Dates**

January							February							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April							May							June												
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa						
						1						1	2	3	4	5	6							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10						
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17						
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24						
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30							
30																										

July							August							September										
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa				
						1						1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9				
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16				
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23				
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30				
30	31																							

October							November							December									
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa			
						1						1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9			
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16			
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23			
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30			

- 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](https://srfoapp02.rfsuny.org:4443/OA_HTML/AppsLogin)

**Timesheet Schedule**

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

Timesheet Period	Biweekly Periods		Pay Date
	Start	End	
<b>January</b> (Due 03-Feb-17)	24Dec16 - 06Jan17		01/06/17
	07Jan17 - 20Jan17		01/20/17
<b>February</b> (Due 03-Mar-17)	21Jan17 - 03Feb17		02/03/17
	04Feb17 - 17Feb17		02/17/17
<b>March</b> (Due 14-Apr-17)	18Feb17 - 03Mar17		03/03/17
	04Mar17 - 17Mar17		03/17/17
	18Mar17 - 31Mar17		03/31/17
<b>April</b> (Due 12-May-17)	01Apr17 - 14Apr17		04/14/17
	15Apr17 - 28Apr17		04/28/17
<b>May</b> (Due 09-Jun-17)	29Apr17 - 12May17		05/12/17
	13May17 - 26May17		05/26/17
<b>June</b> (Due 07-Jul-17)	27May17 - 09Jun17		06/09/17
	10Jun17 - 23Jun17		06/23/17
<b>July</b> (Due 04-Aug-17)	24Jun17 - 07Jul17		07/07/17
	08Jul17 - 21Jul17		07/21/17
<b>August</b> (Due 01-Sep-17)	22Jul17 - 04Aug17		08/04/17
	05Aug17 - 18Aug17		08/18/17
<b>September</b> (Due 13-Oct-17)	19Aug17 - 01Sep17		09/01/17
	02Sep17 - 15Sep17		09/15/17
	16Sep17 - 29Sep17		09/29/17
<b>October</b> (Due 10-Nov-17)	30Sep17 - 13Oct17		10/13/17
	14Oct17 - 27Oct17		10/27/17
<b>November</b> (Due 08-Dec-17)	28Oct17 - 10Nov17		11/10/17
	11Nov17 - 24Nov17		11/24/17
<b>December</b> (Due 05-Jan-18)	25Nov17 - 08Dec17		12/08/17
	09Dec17 - 22Dec17		12/22/17

**Please Note:**

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

**RESEARCH FOUNDATION 2017 HOLIDAY SCHEDULE**

New Year's Day (Observed)	Monday, January 2
Dr. Martin Luther King Jr. Day	Monday, January 16
Lincoln's Birthday* (Observed)	Monday, February 13
Washington's Birthday	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Election Day**	Tuesday, November 7
Veteran's Day (Observed)	Friday, November 10
Thanksgiving Day	Thursday, November 23
Christmas Day	Monday, 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.