

**Main Biweekly University Payroll Schedule for Summer Sessions**

Payroll No.	Payroll Period	Paydate
4	May 12 – May 25	June 8
5	May 26 - June 8	June 22
6	June 9 - June 22	July 6
7	June 23 - July 6	July 20
8	July 7 – July 20	August 3
9	July 21 - August 3	August 17
10	August 4 – August 17	August 31

**Payments are distributed based on the actual number of appointment days in each payroll period.** For example, an instructor earning \$4100 to teach one 6W1 course would receive four gross payments of \$409.98, \$1366.70, \$1366.70 and \$956.62 on paydates 6/8, 6/22, 7/6 and 7/20 respectively.

**OTHER THINGS TO NOTE**

- Until further notice, paper checks and direct deposit stubs for all Faculty, Staff, and Student employees are being mailed by the NYS Comptroller’s Office to your legal/permanent address on file, unless you have updated your payroll address with a temporary address.  
View and update your addresses at [SUNY HR Self-Service](#) or view your paycheck and the address it is being mailed to at [New York State Payroll Online](#) (NYSPO) (or log on via [SUNY HR Self-Service](#)).
- To enroll in or reactivate Direct Deposit, please complete and submit the [enrollment form or reactivation form](#) to Payroll. **Direct Deposit is automatically inactivated if you have been off University State payroll for more than three pay periods. A change in title/position (Academic Year GA/TA to Summer Lecturer) will also require direct deposit reactivation.**
- **All employees** are subject to the lag-payroll system, meaning that paychecks are issued two weeks after the close of each pay period (once authorization to pay has occurred), according to the above schedule.
- Completion of a New Appointment packet is required for all new hires and rehires who have not been on University State payroll **within the last twelve months**. If required, the additional forms will be provided with your contract.  
If your appointment is assigned **Extra Service**, a signed Extra Service approval form is required: either the UP-8 (internal to SUNY); or the Dual Employment AC-1588 (if you work for another non-SUNY State agency). **HR must have the completed approval form before payment can begin.** These forms and related info are available at [Extra Service and Dual Employment](#).
- If you are an active or retired member of the NYS Employees’ Retirement System (ERS), NYS Teachers’ Retirement System (TRS) or SUNY Optional Retirement Program (ORP), **it is important that you contact the Benefits Office prior to your start date** to provide your membership information. For active members: This will enable your salary and service to be reported to your retirement system accurately. For retired members: This will enable the Benefits staff to handle your health, dental and vision benefits accurately. Please notify employee benefits by emailing [OHRM@albany.edu](mailto:OHRM@albany.edu) (put “summer benefits” in the subject line) or by calling (518) 437-4729.

**Questions regarding HR/Payroll forms or procedures may be directed to 437-4700 or [OHRM@albany.edu](mailto:OHRM@albany.edu). Additional information is available at [www.albany.edu/hr](http://www.albany.edu/hr).**