

## 2024-2025 Student Assistant & College Work Study Payroll Schedule

*Delay in submitting documentation required for hiring may affect an employee's start and pay date.*

CWS	Student Assistant	Payroll	Period	Bi-Weekly Time Sheet Due in	Hire Papers Due (Wed) in	Hire Papers Due Wed in Human Resources **	Pay Date
Payroll No.	Payroll No.	Thur	Wed	Payroll *	Budget		
17	1	3/28/2024	4/10/2024	4/11/2024	3/6/2024	3/13/2024	5/2/2024
18	2	4/11/2024	4/24/2024	4/25/2024	3/20/2024	3/27/2024	5/16/2024
19	3	4/25/2024	5/8/2024	5/9/2024	4/3/2024	4/10/2024	5/30/2024
20	4	5/9/2024	5/22/2024	5/23/2024	4/17/2024	4/24/2024	6/13/2024
	5	5/23/2024	6/5/2024	6/6/2024	5/1/2024	5/8/2024	6/27/2024
	6	6/6/2024	6/19/2024	6/20/2024	5/15/2024	5/22/2024	7/11/2024
	7	6/20/2024	7/3/2024	7/4/2024	5/29/2024	6/5/2024	7/25/2024
	8	7/4/2024	7/17/2024	7/18/2024	6/12/2024	6/19/2024	8/8/2024
	9	7/18/2024	7/31/2024	8/1/2024	6/26/2024	7/3/2024	8/22/2024
	10	8/1/2024	8/14/2024	8/15/2024	7/10/2024	7/17/2024	9/5/2024
1	11	8/15/2024	8/28/2024	8/29/2024	7/24/2024	7/31/2024	9/19/2024
2	12	8/29/2024	9/11/2024	9/12/2024	8/7/2024	8/14/2024	10/3/2024
3	13	9/12/2024	9/25/2024	9/26/2024	8/21/2024	8/28/2024	10/17/2024
4	14	9/26/2024	10/9/2024	10/10/2024	9/4/2024	9/11/2024	10/31/2024
5	15	10/10/2024	10/23/2024	10/24/2024	9/18/2024	9/25/2024	11/14/2024
6	16	10/24/2024	11/6/2024	11/7/2024	10/2/2024	10/9/2024	11/28/2024
7	17	11/7/2024	11/20/2024	11/21/2024	10/16/2024	10/23/2024	12/12/2024
8	18	11/21/2024	12/4/2024	12/5/2024	10/30/2024	11/6/2024	12/26/2024
9	19	12/5/2024	12/18/2024	12/19/2024	11/13/2024	11/20/2024	1/9/2025
10	20	12/19/2024	1/1/2025	1/2/2025	11/27/2024	12/4/2024	1/23/2025
11	21	1/2/2025	1/15/2025	1/16/2025	12/11/2024	12/18/2024	2/6/2025
12	22	1/16/2025	1/29/2025	1/30/2025	12/25/2024	1/1/2025	2/20/2025
13	23	1/30/2025	2/12/2025	2/13/2025	1/8/2025	1/15/2025	3/6/2025
14	24	2/13/2025	2/26/2025	2/27/2025	1/22/2025	1/29/2025	3/20/2025
15	25	2/27/2025	3/12/2025	3/13/2025	2/5/2025	2/12/2025	4/3/2025
16	26	3/13/2025	3/26/2025	3/27/2025	2/19/2025	2/26/2025	4/17/2025
17	1	3/27/2025	4/9/2025	4/10/2025	3/5/2025	3/12/2025	5/1/2025
18	2	4/10/2025	4/23/2025	4/24/2025	3/19/2025	3/26/2025	5/15/2025

\*Student Assistant Time Sheets are due in the Payroll Department by noon on this day.

\*College Work Study Time Sheets are due in the payroll department by noon this day.

\*\* Fully Completed Appointment packets are due in Human Resources on this day:

To hire Student Assistants you will need to supply the payroll department with

[An approved Student Action Form \(SAF\)](#) , [Completed I9 form](#)

with copies of acceptable ID documents, [W4 form](#), [NY State Tax Form IT2104 or IT2104E](#) , [Student Employee Data Sheet](#)

For Assistance call:

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Beth Goula, Payroll Coordinator: Ext. 5905