

2019-2020 Student Assistant & College Work Study Payroll Schedule

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

CWS Payroll No.	Student Assistant Payroll No.	Payroll Thur	Period Wed	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
15	26	3/7/2019	3/20/2019	3/21/2019	2/13/2019	2/20/2019	4/11/2019
16	1	3/21/2019	4/3/2019	4/4/2019	2/27/2019	3/6/2019	4/25/2019
17	2	4/4/2019	4/17/2019	4/18/2019	3/13/2019	3/20/2019	5/9/2019
18	3	4/18/2019	5/1/2019	5/2/2019	3/27/2019	4/3/2019	5/23/2019
19	4	5/2/2019	5/15/2019	5/16/2019	4/10/2019	4/17/2019	6/6/2019
20	5	5/16/2019	5/29/2019	5/30/2019	4/24/2019	5/1/2019	6/20/2019
	6	5/30/2019	6/12/2019	6/13/2019	5/8/2019	5/15/2019	7/4/2019
	7	6/13/2019	6/26/2019	6/27/2019	5/22/2019	5/29/2019	7/18/2019
	8	6/27/2019	7/10/2019	7/11/2019	6/5/2019	6/12/2019	8/1/2019
	9	7/11/2019	7/24/2019	7/25/2019	6/19/2019	6/26/2019	8/15/2019
	10	7/25/2019	8/7/2019	8/8/2019	7/3/2019	7/10/2019	8/29/2019
1	11	8/8/2019	8/21/2019	8/22/2019	7/17/2019	7/24/2019	9/12/2019
1	12	8/22/2019	9/4/2019	9/5/2019	7/31/2019	8/7/2019	9/26/2019
2	13	9/5/2019	9/18/2019	9/19/2019	8/14/2019	8/21/2019	10/10/2019
3	14	9/19/2019	10/2/2019	10/3/2019	8/28/2019	9/4/2019	10/24/2019
4	15	10/3/2019	10/16/2019	10/17/2019	9/11/2019	9/18/2019	11/7/2019
5	16	10/17/2019	10/30/2019	10/31/2019	9/25/2019	10/2/2019	11/21/2019
6	17	10/31/2019	11/13/2019	11/14/2019	10/9/2019	10/16/2019	12/5/2019
7	18	11/14/2019	11/27/2019	11/28/2019	10/23/2019	10/30/2019	12/19/2019
8	19	11/28/2019	12/11/2019	12/12/2019	11/6/2019	11/13/2019	1/2/2020
9	20	12/12/2019	12/25/2019	12/26/2019	11/20/2019	11/27/2019	1/16/2020
10	21	12/26/2019	1/8/2020	1/9/2020	12/4/2019	12/11/2019	1/30/2020
11	22	1/9/2020	1/22/2020	1/23/2020	12/18/2019	12/25/2019	2/13/2020
12	23	1/23/2020	2/5/2020	2/6/2020	1/1/2020	1/8/2020	2/27/2020
13	24	2/6/2020	2/19/2020	2/20/2020	1/15/2020	1/22/2020	3/12/2020
14	25	2/20/2020	3/4/2020	3/5/2020	1/29/2020	2/5/2020	3/26/2020
15	26	3/5/2020	3/18/2020	3/19/2020	2/12/2020	2/19/2020	4/9/2020

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

***College Work Study Time Sheets are due in Financial Aide Office 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 Request to for Student Temporary Service form, 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

Yudith Espinal, Payroll Coordinator: Ext. 5905