

## 2020-2021 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 Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
Payroll No	Payroll No.	Thur	Wed				
15	26	3/5/2020	3/18/2020	3/19/2020	2/12/2020	2/19/2020	4/9/2020
16	1	3/19/2020	4/1/2020	4/2/2020	2/26/2020	3/4/2020	4/23/2020
17	2	4/2/2020	4/15/2020	4/16/2020	3/11/2020	3/18/2020	5/7/2020
18	3	4/16/2020	4/29/2020	4/30/2020	3/25/2020	4/1/2020	5/21/2020
19	4	4/30/2020	5/13/2020	5/14/2020	4/8/2020	4/15/2020	6/4/2020
20	5	5/14/2020	5/27/2020	5/28/2020	4/22/2020	4/29/2020	6/18/2020
	6	5/28/2020	6/10/2020	6/11/2020	5/6/2020	5/13/2020	7/2/2020
	7	6/11/2020	6/24/2020	6/25/2020	5/20/2020	5/27/2020	7/16/2020
	8	6/25/2020	7/8/2020	7/9/2020	6/3/2020	6/10/2020	7/30/2020
	9	7/9/2020	7/22/2020	7/23/2020	6/17/2020	6/24/2020	8/13/2020
	10	7/23/2020	8/5/2020	8/6/2020	7/1/2020	7/8/2020	8/27/2020
	11	8/6/2020	8/19/2020	8/20/2020	7/15/2020	7/22/2020	9/10/2020
1	12	8/20/2020	9/2/2020	9/3/2020	7/29/2020	8/5/2020	9/24/2020
2	13	9/3/2020	9/16/2020	9/17/2020	8/12/2020	8/19/2020	10/8/2020
3	14	9/17/2020	9/30/2020	10/1/2020	8/26/2020	9/2/2020	10/22/2020
4	15	10/1/2020	10/14/2020	10/15/2020	9/9/2020	9/16/2020	11/5/2020
5	16	10/15/2020	10/28/2020	10/29/2020	9/23/2020	9/30/2020	11/19/2020
6	17	10/29/2020	11/11/2020	11/12/2020	10/7/2020	10/14/2020	12/3/2020
7	18	11/12/2020	11/25/2020	11/26/2020	10/21/2020	10/28/2020	12/17/2020
8	19	11/26/2020	12/9/2020	12/10/2020	11/4/2020	11/11/2020	12/31/2020
9	20	12/10/2020	12/23/2020	12/24/2020	11/18/2020	11/25/2020	1/14/2021
10	21	12/24/2020	1/6/2021	1/7/2021	12/2/2020	12/9/2020	1/28/2021
11	22	1/7/2021	1/20/2021	1/21/2021	12/16/2020	12/23/2020	2/11/2021
12	23	1/21/2021	2/3/2021	2/4/2021	12/30/2020	1/6/2021	2/25/2021
13	24	2/4/2021	2/17/2021	2/18/2021	1/13/2021	1/20/2021	3/11/2021
14	25	2/18/2021	3/3/2021	3/4/2021	1/27/2021	2/3/2021	3/25/2021
15	26	3/4/2021	3/17/2021	3/18/2021	2/10/2021	2/17/2021	4/8/2021

**\*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