

2021-2022 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	3/4/2021	3/17/2021	3/18/2021	2/10/2021	2/17/2021	4/8/2021
16	1	3/18/2021	3/31/2021	4/1/2021	2/24/2021	3/3/2021	4/22/2021
17	2	4/1/2021	4/14/2021	4/15/2021	3/10/2021	3/17/2021	5/6/2021
18	3	4/15/2021	4/28/2021	4/29/2021	3/24/2021	3/31/2021	5/20/2021
19	4	4/29/2021	5/12/2021	5/13/2021	4/7/2021	4/14/2021	6/3/2021
20	5	5/13/2021	5/26/2021	5/27/2021	4/21/2021	4/28/2021	6/17/2021
	6	5/27/2021	6/9/2021	6/10/2021	5/5/2021	5/12/2021	7/1/2021
	7	6/10/2021	6/23/2021	6/24/2021	5/19/2021	5/26/2021	7/15/2021
	8	6/24/2021	7/7/2021	7/8/2021	6/2/2021	6/9/2021	7/29/2021
	9	7/8/2021	7/21/2021	7/22/2021	6/16/2021	6/23/2021	8/12/2021
	10	7/22/2021	8/4/2021	8/5/2021	6/30/2021	7/7/2021	8/26/2021
	11	8/5/2021	8/18/2021	8/19/2021	7/14/2021	7/21/2021	9/9/2021
1	12	8/19/2021	9/1/2021	9/2/2021	7/28/2021	8/4/2021	9/23/2021
2	13	9/2/2021	9/15/2021	9/16/2021	8/11/2021	8/18/2021	10/7/2021
3	14	9/16/2021	9/29/2021	9/30/2021	8/25/2021	9/1/2021	10/21/2021
4	15	9/30/2021	10/13/2021	10/14/2021	9/8/2021	9/15/2021	11/4/2021
5	16	10/14/2021	10/27/2021	10/28/2021	9/22/2021	9/29/2021	11/18/2021
6	17	10/28/2021	11/10/2021	11/11/2021	10/6/2021	10/13/2021	12/2/2021
7	18	11/11/2021	11/24/2021	11/25/2021	10/20/2021	10/27/2021	12/16/2021
8	19	11/25/2021	12/8/2021	12/9/2021	11/3/2021	11/10/2021	12/30/2021
9	20	12/9/2021	12/22/2021	12/23/2021	11/17/2021	11/24/2021	1/13/2022
10	21	12/23/2021	1/5/2022	1/6/2022	12/1/2021	12/8/2021	1/27/2022
11	22	1/6/2022	1/19/2022	1/20/2022	12/15/2021	12/22/2021	2/10/2022
12	23	1/20/2022	2/2/2022	2/3/2022	12/29/2021	1/5/2022	2/24/2022
13	24	2/3/2022	2/16/2022	2/17/2022	1/12/2022	1/19/2022	3/10/2022
14	25	2/17/2022	3/2/2022	3/3/2022	1/26/2022	2/2/2022	3/24/2022
15	26	3/3/2022	3/16/2022	3/17/2022	2/9/2022	2/16/2022	4/7/2022

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

*College Work Study Time Sheets are due in Financial Aid 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 Hire 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

Beth Goula, Payroll Coordinator: Ext. 5905