|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2022-2023 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 |  |  |  | Bi-Weekly Time |  | Hire Papers Due |  |
|  | Assistant | Payroll |  | Period | Sheet Due in | Hire Papers | Wed in |  |
|  |  | Thur |  | Wed | Payroll | Due (Wed) in | Human |  |
| Payroll No. | Payroll No. |  |  |  | \* | Budget | Resources \*\* | Pay Date |
| 15 | 26 | 3/3/2022 | - | 3/16/2022 | 3/17/2022 | 2/9/2022 | 2/16/2022 | **4/7/2022** |
| 16 | 27 | 3/17/2022 | - | 3/30/2022 | 3/31/2022 | 2/23/2022 | 3/2/2022 | **4/21/2022** |
| 17 | 1 | 3/31/2022 | - | 4/13/2022 | 4/14/2022 | 3/9/2022 | 3/16/2022 | **5/5/2022** |
| 18 | 2 | 4/14/2022 | - | 4/27/2022 | 4/28/2022 | 3/23/2022 | 3/30/2022 | **5/19/2022** |
| 19 | 3 | 4/28/2022 | - | 5/11/2022 | 5/12/2022 | 4/6/2022 | 4/13/2022 | **6/2/2022** |
| 20 | 4 | 5/12/2022 | - | 5/25/2022 | 5/26/2022 | 4/20/2022 | 4/27/2022 | **6/16/2022** |
|  | 5 | 5/26/2022 | - | 6/8/2022 | 6/9/2022 | 5/4/2022 | 5/11/2022 | **6/30/2022** |
|  | 6 | 6/9/2022 | - | 6/22/2022 | 6/23/2022 | 5/18/2022 | 5/25/2022 | **7/14/2022** |
|  | 7 | 6/23/2022 | - | 7/6/2022 | 7/7/2022 | 6/1/2022 | 6/8/2022 | **7/28/2022** |
|  | 8 | 7/7/2022 | - | 7/20/2022 | 7/21/2022 | 6/15/2022 | 6/22/2022 | **8/11/2022** |
|  | 9 | 7/21/2022 | - | 8/3/2022 | 8/4/2022 | 6/29/2022 | 7/6/2022 | **8/25/2022** |
| 1 | 10 | 8/4/2022 | - | 8/17/2022 | 8/18/2022 | 7/13/2022 | 7/20/2022 | **9/8/2022** |
| 1 | 11 | 8/18/2022 | - | 8/31/2022 | 9/1/2022 | 7/27/2022 | 8/3/2022 | **9/22/2022** |
| 2 | 12 | 9/1/2022 | - | 9/14/2022 | 9/15/2022 | 8/10/2022 | 8/17/2022 | **10/6/2022** |
| 3 | 13 | 9/15/2022 | - | 9/28/2022 | 9/29/2022 | 8/24/2022 | 8/31/2022 | **10/20/2022** |
| 4 | 14 | 9/29/2022 | - | 10/12/2022 | 10/13/2022 | 9/7/2022 | 9/14/2022 | **11/3/2022** |
| 5 | 15 | 10/13/2022 | - | 10/26/2022 | 10/27/2022 | 9/21/2022 | 9/28/2022 | **11/17/2022** |
| 6 | 16 | 10/27/2022 | - | 11/9/2022 | 11/10/2022 | 10/5/2022 | 10/12/2022 | **12/1/2022** |
| 7 | 17 | 11/10/2022 | - | 11/23/2022 | 11/24/2022 | 10/19/2022 | 10/26/2022 | **12/15/2022** |
| 8 | 18 | 11/24/2022 | - | 12/7/2022 | 12/8/2022 | 11/2/2022 | 11/9/2022 | **12/29/2022** |
| 9 | 19 | 12/8/2022 | - | 12/21/2022 | 12/22/2022 | 11/16/2022 | 11/23/2022 | **1/12/2023** |
| 10 | 20 | 12/22/2022 | - | 1/4/2023 | 1/5/2023 | 11/30/2022 | 12/7/2022 | **1/26/2023** |
| 11 | 21 | 1/5/2023 | - | 1/18/2023 | 1/19/2023 | 12/14/2022 | 12/21/2022 | **2/9/2023** |
| 12 | 22 | 1/19/2023 | - | 2/1/2023 | 2/2/2023 | 12/28/2022 | 1/4/2023 | **2/23/2023** |
| 13 | 23 | 2/2/2023 | - | 2/15/2023 | 2/16/2023 | 1/11/2023 | 1/18/2023 | **3/9/2023** |
| 14 | 24 | 2/16/2023 | - | 3/1/2023 | 3/2/2023 | 1/25/2023 | 2/1/2023 | **3/23/2023** |
| 15 | 25 | 3/2/2023 | - | 3/15/2023 | 3/16/2023 | 2/8/2023 | 2/15/2023 | **4/6/2023** |
| 16 | 26 | 3/16/2023 | - | 3/29/2023 | 3/30/2023 | 2/22/2023 | 3/1/2023 | **4/20/2023** |
| **\*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:** 1) submit an approved electronic Student Action Form | | | | | | | |  |
| (SAF) via HRETS, and 2) send an original/completed Employment Eligibility Verification form (I-9) & | | | | | | | |  |
| supporting documents to Robin Farrell, Payroll Manager. Students will be notified via an email | | | | | | | |  |
| notification to submit their W-4, IT-2014(E) and direct deposit form in HRETS. | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
| **For Assistance call:** | |  |  |  |  |  |  |  |
| Human Resources: Ext. 6090 | | |  |  |  |  |  |  |
| Robin Farrell, Payroll Manager Ext. 6096 | | | |  |  |  |  |  |
| Beth Goula, Payroll Coordinator: Ext. 5905 | | | | |  |  |  |  |