

## 2023-2024 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		
16	26	3/16/2023	3/29/2023	3/30/2023	2/22/2023	3/1/2023	4/20/2023
17	1	3/30/2023	4/12/2023	4/13/2023	3/8/2023	3/15/2023	5/4/2023
18	2	4/13/2023	4/26/2023	4/27/2023	3/22/2023	3/29/2023	5/18/2023
19	3	4/27/2023	5/10/2023	5/11/2023	4/5/2023	4/12/2023	6/1/2023
20	4	5/11/2023	5/24/2023	5/25/2023	4/19/2023	4/26/2023	6/15/2023
	5	5/25/2023	6/7/2023	6/8/2023	5/3/2023	5/10/2023	6/29/2023
	6	6/8/2023	6/21/2023	6/22/2023	5/17/2023	5/24/2023	7/13/2023
	7	6/22/2023	7/5/2023	7/6/2023	5/31/2023	6/7/2023	7/27/2023
	8	7/6/2023	7/19/2023	7/20/2023	6/14/2023	6/21/2023	8/10/2023
	9	7/20/2023	8/2/2023	8/3/2023	6/28/2023	7/5/2023	8/24/2023
	10	8/3/2023	8/16/2023	8/17/2023	7/12/2023	7/19/2023	9/7/2023
1	11	8/17/2023	8/30/2023	8/31/2023	7/26/2023	8/2/2023	9/21/2023
2	12	8/31/2023	9/13/2023	9/14/2023	8/9/2023	8/16/2023	10/5/2023
3	13	9/14/2023	9/27/2023	9/28/2023	8/23/2023	8/30/2023	10/19/2023
4	14	9/28/2023	10/11/2023	10/12/2023	9/6/2023	9/13/2023	11/2/2023
5	15	10/12/2023	10/25/2023	10/26/2023	9/20/2023	9/27/2023	11/16/2023
6	16	10/26/2023	11/8/2023	11/9/2023	10/4/2023	10/11/2023	11/30/2023
7	17	11/9/2023	11/22/2023	11/23/2023	10/18/2023	10/25/2023	12/14/2023
8	18	11/23/2023	12/6/2023	12/7/2023	11/1/2023	11/8/2023	12/28/2023
9	19	12/7/2023	12/20/2023	12/21/2023	11/15/2023	11/22/2023	1/11/2024
10	20	12/21/2023	1/3/2024	1/4/2024	11/29/2023	12/6/2023	1/25/2024
11	21	1/4/2024	1/17/2024	1/18/2024	12/13/2023	12/20/2023	2/8/2024
12	22	1/18/2024	1/31/2024	2/1/2024	12/27/2023	1/3/2024	2/22/2024
13	23	2/1/2024	2/14/2024	2/15/2024	1/10/2024	1/17/2024	3/7/2024
14	24	2/15/2024	2/28/2024	2/29/2024	1/24/2024	1/31/2024	3/21/2024
15	25	2/29/2024	3/13/2024	3/14/2024	2/7/2024	2/14/2024	4/4/2024
16	26	3/14/2024	3/27/2024	3/28/2024	2/21/2024	2/28/2024	4/18/2024
17	1	3/28/2024	4/10/2024	4/11/2024	3/6/2024	3/13/2024	5/2/2024

\*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