

## 2025-2026 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                                   |                                 |                                           |            |
| 17          | 1                 | 3/27/2025 - 4/9/2025    | 4/10/2025                             | 3/5/2025                        | 3/12/2025                                 | 5/1/2025   |
| 18          | 2                 | 4/10/2025 - 4/23/2025   | 4/24/2025                             | 3/19/2025                       | 3/26/2025                                 | 5/15/2025  |
| 19          | 3                 | 4/24/2025 - 5/7/2025    | 5/8/2025                              | 4/2/2025                        | 4/9/2025                                  | 5/29/2025  |
| 20          | 4                 | 5/8/2025 - 5/21/2025    | 5/22/2025                             | 4/16/2025                       | 4/23/2025                                 | 6/12/2025  |
|             | 5                 | 5/22/2025 - 6/4/2025    | 6/5/2025                              | 4/30/2025                       | 5/7/2025                                  | 6/26/2025  |
|             | 6                 | 6/5/2025 - 6/18/2025    | 6/19/2025                             | 5/14/2025                       | 5/21/2025                                 | 7/10/2025  |
|             | 7                 | 6/19/2025 - 7/2/2025    | 7/3/2025                              | 5/28/2025                       | 6/4/2025                                  | 7/24/2025  |
|             | 8                 | 7/3/2025 - 7/16/2025    | 7/17/2025                             | 6/11/2025                       | 6/18/2025                                 | 8/7/2025   |
|             | 9                 | 7/17/2025 - 7/30/2025   | 7/31/2025                             | 6/25/2025                       | 7/2/2025                                  | 8/21/2025  |
|             | 10                | 7/31/2025 - 8/13/2025   | 8/14/2025                             | 7/9/2025                        | 7/16/2025                                 | 9/4/2025   |
| 1           | 11                | 8/14/2025 - 8/27/2025   | 8/28/2025                             | 7/23/2025                       | 7/30/2025                                 | 9/18/2025  |
| 2           | 12                | 8/28/2025 - 9/10/2025   | 9/11/2025                             | 8/6/2025                        | 8/13/2025                                 | 10/2/2025  |
| 3           | 13                | 9/11/2025 - 9/24/2025   | 9/25/2025                             | 8/20/2025                       | 8/27/2025                                 | 10/16/2025 |
| 4           | 14                | 9/25/2025 - 10/8/2025   | 10/9/2025                             | 9/3/2025                        | 9/10/2025                                 | 10/30/2025 |
| 5           | 15                | 10/9/2025 - 10/22/2025  | 10/23/2025                            | 9/17/2025                       | 9/24/2025                                 | 11/13/2025 |
| 6           | 16                | 10/23/2025 - 11/5/2025  | 11/6/2025                             | 10/1/2025                       | 10/8/2025                                 | 11/27/2025 |
| 7           | 17                | 11/6/2025 - 11/19/2025  | 11/20/2025                            | 10/15/2025                      | 10/22/2025                                | 12/11/2025 |
| 8           | 18                | 11/20/2025 - 12/3/2025  | 12/4/2025                             | 10/29/2025                      | 11/5/2025                                 | 12/25/2025 |
| 9           | 19                | 12/4/2025 - 12/17/2025  | 12/18/2025                            | 11/12/2025                      | 11/19/2025                                | 1/8/2026   |
| 10          | 20                | 12/18/2025 - 12/31/2025 | 1/1/2026                              | 11/26/2025                      | 12/3/2025                                 | 1/22/2026  |
| 11          | 21                | 1/1/2026 - 1/14/2026    | 1/15/2026                             | 12/10/2025                      | 12/17/2025                                | 2/5/2026   |
| 12          | 22                | 1/15/2026 - 1/28/2026   | 1/29/2026                             | 12/24/2025                      | 12/31/2025                                | 2/19/2026  |
| 13          | 23                | 1/29/2026 - 2/11/2026   | 2/12/2026                             | 1/7/2026                        | 1/14/2026                                 | 3/5/2026   |
| 14          | 24                | 2/12/2026 - 2/25/2026   | 2/26/2026                             | 1/21/2026                       | 1/28/2026                                 | 3/19/2026  |
| 15          | 25                | 2/26/2026 - 3/11/2026   | 3/12/2026                             | 2/4/2026                        | 2/11/2026                                 | 4/2/2026   |
| 16          | 26                | 3/12/2026 - 3/25/2026   | 3/26/2026                             | 2/18/2026                       | 2/25/2026                                 | 4/16/2026  |
| 17          | 1                 | 3/26/2026 - 4/8/2026    | 4/9/2026                              | 3/4/2026                        | 3/11/2026                                 | 4/30/2026  |
| 18          | 2                 | 4/9/2026 - 4/22/2026    | 4/23/2026                             | 3/18/2026                       | 3/25/2026                                 | 5/14/2026  |

\*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