

Student Employee Payroll Schedule for September 8, 2009– May 14, 2010

Students are paid biweekly. **Hours must be entered into Timesheet X** (our new automated, online system) **by the payroll due dates for paychecks to be issued on the corresponding pay date.**

Please remember that in order to be paid each student must complete an I-9 and W-4 forms **before beginning work.** Federal Work Study and Barnard College Job Award recipients must consider their award size when planning work schedules. **Students cannot be paid beyond their award.**

<u>Payroll Period</u>			<u>Student Due Date</u>		<u>Supervisor Due Date</u>		<u>Pay Date</u>	
9/8	(Tue) - 9/16	(Wed)	9/17	(Thu)	9/18	(Fri)	10/2	(Fri)
9/17	(Thu) - 9/30	(Wed)	10/1	(Thu)	10/2	(Fri)	10/16	(Fri)
10/1	(Thu) - 10/14	(Wed)	10/15	(Thu)	10/16	(Fri)	10/30	(Fri)
10/15	(Thu) - 10/28	(Wed)	10/29	(Thu)	10/30	(Fri)	11/13	(Fri)
10/29	(Thu) - 11/11	(Wed)	11/12	(Thu)	11/13	(Fri)	11/27	(Fri)
11/12	(Thu) - 11/25	(Wed)	11/26	(Thu)	11/27	(Fri)	12/11	(Fri)
11/26	(Thu) - 12/9	(Wed)	12/10	(Thu)	12/11	(Fri)	1/8*	(Fri)
12/10	(Thu) - 12/23	(Wed)	12/24	(Thu)	12/25	(Fri)	1/22*	(Fri)
12/24	(Thu) - 1/6	(Wed)	1/7	(Thu)	1/8	(Fri)	1/22	(Fri)
1/7	(Thu) - 1/20	(Wed)	1/21	(Thu)	1/22	(Fri)	2/5	(Fri)
1/21	(Thu) - 2/3	(Wed)	2/4	(Thu)	2/5	(Fri)	2/19	(Fri)
2/4	(Thu) - 2/17	(Wed)	2/18	(Thu)	2/19	(Fri)	3/5	(Fri)
2/18	(Thu) - 3/3	(Wed)	3/4	(Thu)	3/5	(Fri)	3/19	(Fri)
3/4	(Thu) - 3/17	(Wed)	3/18	(Thu)	3/19	(Fri)	4/2	(Fri)
3/18	(Thu) - 3/31	(Wed)	4/1	(Thu)	4/2	(Fri)	4/16	(Fri)
4/1	(Thu) - 4/14	(Wed)	4/15	(Thu)	4/16	(Fri)	4/30	(Fri)
4/15	(Thu) - 4/28	(Wed)	4/29	(Thu)	4/30	(Fri)	5/14	(Fri)
4/29	(Thu) - 5/14	(Fri)	5/14	(Fri)	5/17**	(Mon)	5/28	(Fri)

Student Due Date: deadline for students to enter hours and approve online

Supervisor Due Date: deadline for supervisors to approve hours

Paychecks will be sent to student mailboxes. For direct deposit, please fill out a direct deposit form and submit to Career Development with voided check. Allow 2 pay periods for setup of direct deposit.

** Due to the winter holidays, time sheets for the 11/26 – 12/9 pay period will be paid on 1/8/10. Time sheets for both the 12/10 – 12/23 and 12/24-1/6 payroll are due on 1/8 and will be paid on 1/22/10.*

*** Friday, May 17, 2010 is the final payroll due date for the 2009-2010 academic year. Hours should be entered and approved by 5/17 and will be paid on Friday, 5/28. This paycheck is delivered to the Bursar Window and will take some time to be forwarded to your permanent address.*