

## **PAYROLL SCHEDULE (SAT) MAY 16 – (TUE) JUNE 30, 2009**

Students are paid biweekly. Hours must be entered into Timesheet X (our new automated, **online** system) by the “Payroll Due Date” for paychecks to be issued on the corresponding pay date. **If hours are not entered by the due date, a paycheck will not be issued until the following pay date.**

***PLEASE ENTER HOURS CORRECTLY. HOURS THAT ARE ENTERED INCORRECTLY WILL NOT BE PROCESSED.***

<b><u>Payroll Period</u></b>	<b><u>Student Due Date</u></b>	<b><u>Supervisor Due Date</u></b>	<b><u>Pay Date</u></b>
5/16 (Sat) - 5/27 (Wed)	5/28* (Thu)	5/29 (Fri)	6/12 (Fri)
5/28 (Thu) - 6/10 (Wed)	6/11 (Thu)	6/12 (Fri)	6/26 (Fri)
6/11 (Thu) - 6/30** (Tue)	6/30 (Tue)	7/1 (Wed)	7/10 (Fri)

\*The first and last payroll periods for the May/June session, 5/16-5/27 and 6/11-6/30, are not two week pay periods. Please enter in your hours corresponding exactly to the pay periods.

\*\* The 6/11 – 6/30 payroll period is the last payroll period for the 2008-2009 fiscal year. Any hours worked after 6/30 should be placed on the next pay period of 7/1 – 7/8.

**Student Due Date:** deadline for students to enter hours online

**Supervisor Due Date:** deadline for supervisors to sign off on hours

**PLEASE NOTE: ALL HOURS FOR THE 2008-2009 FISCAL YEAR (ENDING JUNE 30, 2009) MUST BE ENTERED BY MONDAY, JUNE 30, 2009 AND APPROVED BY JULY 1, 2009 BY SUPERVISORS. ANY HOURS ENTERED AFTER JUNE 30<sup>th</sup> MUST BE POSTED TO THE 2009-2010 FISCAL YEAR.**

- Please remember that in order to be paid, each student must complete a contract, W-4 form, and an I-9 (employment eligibility) form before the first work date.
- During the summer, students may work up to 8 hours per day, 40 hours per week. If working 6 or more continuous hours, an employee is required to take at least a half-hour unpaid break. Social Security and Medicare taxes (FICA) are withheld from summer paychecks.
- Summer paychecks will be held at the Bursar window for distribution. If they are not picked up, they will be mailed to permanent addresses at a later date. It is highly recommended that students use the direct deposit process. Forms are available in Career Development.
- Stipend memos for summer payment must follow the payroll due dates and pay dates indicated above. Please visit <http://www.barnard.edu/ocd/employers/forms.htm> for stipend memo guidelines.