

**2016-2017**

**PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS**

All student workers must have a current W-4 form and IT-2104 form on file in the Payroll Office, HAB 301.

Appointments for College Work Study (from Financial Aid) or Student Assistant must be received in the Payroll Office the **FRIDAY** prior to submission of timesheets. Appointments received after that cannot be guaranteed payment on time. If you have not completed these forms for this academic year, you must do so before submitting any timesheets. For instructions go to

<http://www.newpaltz.edu/media/payroll/StudentInstructions.pdf>

- The last day to work for academic year 2015-2016 is May 15, 2016
- Summer Session Work Dates 5/16/2016-8/28/2016
- The first day to work for the Fall 2016 semester is August 29, 2016
- Students not returning for Spring 2017 must stop working as of December 22, 2016
- Work Study students who are graduating in December 2016 must stop working December 12, 2016 (last day of classes)

Students may work up to 20 hours per pay week when school is in session (Thurs-Wed) for all student employment. When school is not in session students may work up to 29 hours per pay week. See the SUNY New Paltz Policy on Student Work Hours

[http://www.newpaltz.edu/media/payroll/student\\_work\\_hours.pdf](http://www.newpaltz.edu/media/payroll/student_work_hours.pdf)

<b>PR#</b>	<b>WORK DAYS</b>	<b>TIMESHEETS DUE THURSDAY AT NOON</b>	<b>PAYCHECKS ISSUED</b>
1	3/24/2016 - 4/6/2016	4/07/2016	4/28/2016
2	4/7/2016 - 4/20/2016	4/21/2016	5/12/2016
3	4/21/2016 - 5/4/2016	5/5/2016	5/26/2016
4	5/5/2016 - 5/18/2016	5/19/2016	6/9/2016
5	5/19/2016 - 6/1/2016	6/2/2016	6/23/2016
6	6/2/2016 - 6/15/2016	6/16/2016	7/7/2016
7	6/16/2016 - 6/29/2016	*6/30/2016 - 10am	7/21/2016
8	6/30/2016 - 7/13/2016	7/14/2016	8/4/2016
9	7/14/2016 - 7/27/2016	7/28/2016	8/18/2016
10	7/28/2016 - 8/10/2016	8/11/2016	9/1/2016
11	8/11/2016 - 8/24/2016	8/25/2016	9/15/2016
12	8/25/2016 - 9/7/2016	9/8/2016	9/29/2016
13	9/8/2016 - 9/21/2016	9/22/2016	10/13/2016
14	9/22/2016 - 10/5/2016	*10/6/2016 - 10am	10/27/2016
15	10/6/2016 - 10/19/2016	10/20/2016	11/10/2016
16	10/20/2016 - 11/2/2016	11/3/2016	11/23/2016***
17	11/3/2016 - 11/16/2016	11/17/2016	12/8/2016
18	11/17/2016 - 11/30/2016	12/1/2016	12/22/2016
19	12/1/2016 - 12/14/2016	12/15/2016	1/5/2017
20	12/15/2016 - 12/28/2016	*12/29/2016 - 10am	1/19/2017
21	12/29/2016 - 1/11/2017	*1/12/2017 - 10am	2/2/2017
22	1/12/2017 - 1/25/2017	1/26/2017	2/16/2017
23	1/26/2017 - 2/8/2017	2/9/2017	3/2/2017
24	2/9/2017 - 2/22/2017	2/23/2017	3/16/2017
25	2/23/2017 - 3/8/2017	3/9/2017	3/30/2017
26	3/9/2017 - 3/22/2017	3/23/2017	4/13/2017

\*Early Deadline due to following Mon Holiday

\*\*Early Deadline

\*\*\*Early Payday due to Holiday