

PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS 2024-2025

For additional information please visit <https://www.newpaltz.edu/payroll>

Important work dates:

- ❖ The last day to work for academic year 2023-2024 is May 19, 2024
- ❖ Summer Session Work Dates 5/20/2024 – 8/25/2024
- ❖ The first day to work for the Fall 2024 semester is August 26, 2024
- ❖ College Work Study students who are graduating May 2024 must stop working May 7, 2024; those graduating December 2024 must stop working December 9, 2024 (last day of classes)
- ❖ Students NOT returning/enrolled for Spring 2025 must STOP working as of December 19, 2024

Students may work up to 20 hours per pay week when school is in session (Thurs-Wed) for all student employment. During winter and summer period students may work up to 29 hours per work week if not taking classes. See the [SUNY New Paltz Policy on Student Work Hours](#).

Time records are completed on-line using the Time and Attendance System (TAS). Students sign-on through my.newpaltz.edu > Students tab > Employment Resources > SUNY Self-Service > Time and Attendance. **Time record should be submitted to the supervisor at the end of the shift on the last day worked for the pay period.**

PP#	PAY PERIOD WORK DATES	STUDENT – TIME	SUPERVISOR - TAS	PAYCHECK DATE
		RECORD SUBMISSION	APPROVAL	
		DEADLINE	DEADLINE	
1	3/28/2024 – 4/10/2024	4/10/2024	4/12/2024	5/2/2024
2	4/11/2024 – 4/24/2024	4/24/2024	4/26/2024	5/16/2024
3	4/25/2024 – 5/8/2024	5/8/2024	5/10/2024	5/30/2024
4	5/9/2024 – 5/22/2024	5/22/2024	5/24/2024	6/13/2024
5	5/23/2024 – 6/5/2024	6/5/2024	6/7/2024	6/27/2024
6	6/6/2024 – 6/19/2024	6/19/2024	6/21/2024	7/11/2024
7	6/20/2024 – 7/3/2024	7/3/2024	7/5/2024	7/25/2024
8	7/4/2024 – 7/17/2024	7/17/2024	7/19/2024	8/8/2024
9	7/18/2024 – 7/31/2024	7/31/2024	8/2/2024	8/22/2024
10	8/1/2024 – 8/14/2024	8/14/2024	8/16/2024	9/5/2024
11	8/15/2024 – 8/28/2024	8/28/2024	8/30/2024	9/19/2024
12	8/29/2024 – 9/11/2024	9/11/2024	9/13/2024	10/3/2024
13	9/12/2024 – 9/25/2024	9/25/2024	9/27/2024	10/17/2024
14	9/26/2024 – 10/9/2024	10/9/2024	10/11/2024	10/31/2024
15	10/10/2024 – 10/23/2024	10/23/2024	10/25/2024	11/14/2024
16	10/24/2024 – 11/6/2024	11/6/2024	11/8/2024	11/27/2024
17	11/7/2024 – 11/20/2024	11/20/2024	11/22/2024	12/12/2024
18	11/21/2024 – 12/4/2024	12/4/2024	12/6/2024	12/26/2024
19	12/5/2024 – 12/18/2024	12/18/2024	12/20/2024	1/9/2025
20	12/19/2024 – 1/1/2025	1/1/2025	1/3/2025	1/23/2025
21	1/2/2025 – 1/15/2025	1/15/2025	1/17/2025	2/6/2025
22	1/16/2025 – 1/29/2025	1/29/2025	1/31/2025	2/20/2025
23	1/30/2025 – 2/12/2025	2/12/2025	2/14/2025	3/6/2025
24	2/13/2025 – 2/26/2025	2/26/2025	2/28/2025	3/20/2025
25	2/27/2025 – 3/12/2025	3/12/2025	3/14/2025	4/3/2025
26	3/13/2025 – 3/26/2025	3/26/2025	3/28/2025	4/17/2025

If your time record is submitted/approved AFTER the deadline, the payment is then pushed to the following pay period