

2023-2024

PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS

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

Important work dates:

- ❖ The last day to work for academic year 2022-2023 is May 21, 2023
- ❖ Summer Session Work Dates 5/22/2023 – 8/27/2023
- ❖ The first day to work for the Fall 2023 semester is August 28, 2023
- ❖ Work Study students who are graduating May 2023 must stop working May 10, 2023; those graduating December 2023 must stop working December 11, 2023 (last day of classes)
- ❖ Students not returning for Spring 2024 must stop working as of December 20, 2023

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 pay 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.**

PR#	PAY PERIOD –WORK DATES	STUDENT - TAS RECORD SUBMISSION DEADLINE	SUPERVISOR - TAS APPROVAL DEADLINE	PAYCHECK ISSUE DATE
1	3/30/2023 – 4/12/2023	4/12/2023	4/14/2023	5/4/2023
2	4/13/2023 – 4/26/2023	4/26/2023	4/28/2023	5/18/2023
3	4/27/2023 – 5/10/2023	5/10/2023	5/12/2023	6/1/2023
4	5/11/2023 – 5/24/2023	5/24/2023	5/26/2023	6/15/2023
5	5/25/2023 – 6/7/2023	6/7/2023	6/9/2023	6/29/2023
6	6/8/2023 – 6/21/2023	6/21/2023	6/23/2023	7/13/2023
7	6/22/2023 – 7/5/2023	7/5/2023	7/7/2023	7/27/2023
8	7/6/2023 – 7/19/2023	7/19/2023	7/21/2023	8/10/2023
9	7/20/2023 – 8/2/2023	8/2/2023	8/4/2023	8/24/2023
10	8/3/2023 – 8/16/2023	8/16/2023	8/18/2023	9/7/2023
11	8/17/2023 – 8/30/2023	8/30/2023	9/1/2023	9/21/2023
12	8/31/2023 – 9/13/2023	9/13/2023	9/15/2023	10/5/2023
13	9/14/2023 – 9/27/2023	9/27/2023	9/29/2023	10/19/2023
14	9/28/2023 – 10/11/2023	10/11/2023	10/13/2023	11/2/2023
15	10/12/2023 – 10/25/2023	10/25/2023	10/27/2023	11/16/2023
16	10/26/2023 – 11/8/2023	11/8/2023	11/10/2023	11/30/2023
17	11/9/2023 – 11/22/2023	11/22/2023	11/24/2023	12/14/2023
18	11/23/2023 – 12/6/2023	12/6/2023	12/8/2023	12/28/2023
19	12/7/2023 – 12/20/2023	12/20/2023	12/22/2023	1/11/2024
20	12/21/2023 – 1/3/2024	1/3/2024	1/5/2024	1/25/2024
21	1/4/2024 – 1/17/2024	1/17/2024	1/19/2024	2/8/2024
22	1/18/2024 – 1/31/2024	1/31/2024	2/2/2024	2/22/2024
23	2/1/2024 – 2/14/2024	2/14/2024	2/16/2024	3/7/2024
24	2/15/2024 – 2/28/2024	2/28/2024	3/1/2024	3/21/2024
25	2/29/2024 – 3/13/2024	3/13/2024	3/15/2024	4/4/2024
26	3/14/2024 – 3/27/2024	3/27/2024	3/29/2024	4/18/2024