2019-2020
PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS

For employment instructions:
- Student Assistant go to https://www.newpaltz.edu/media/payroll/student_instructions_sap_%208_2017-1.pdf
- Work Study go to http://www.newpaltz.edu/financialaid/workstudy.html

Important work dates:
- The last day to work for academic year 2018-2019 is May 19, 2019
- Summer Session Work Dates 5/20/2019 – 8/25/2019
- The first day to work for the Fall 2019 semester is August 26, 2019
- Students not returning for Spring 2020 must stop working as of December 19, 2019
- Work Study students who are graduating May 2019 must stop working May 7, 2019; those graduating December 2019 must stop working December 9, 2019 (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. 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 on the last day worked for the pay period or no later than the Student TAS Record Submission Deadline.

*Early Payday due to Holiday