

2022-2023

PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS

For additional information please visit [https://www.newpaltz.edu/media/payroll/Student%20Instructions%20\(updated\).pdf](https://www.newpaltz.edu/media/payroll/Student%20Instructions%20(updated).pdf)

Important work dates:

- The last day to work for academic year 2021-2022 is May 22, 2022
- Summer Session Work Dates 5/23/2022 – 8/28/2022
- The first day to work for the Fall 2022 semester is August 29, 2022
- Students not returning for Spring 2023 must stop working as of December 21, 2022
- Work Study students who are graduating May 2022 must stop working May 9, 2022; those graduating December 2022 must stop working December 12, 2022 (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 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	3/31/2022 – 4/13/2022	4/13/2022	4/15/2022	5/5/2022
2	4/14/2022 – 4/27/2022	4/27/2022	4/29/2022	5/19/2022
3	4/28/2022 – 5/11/2022	5/11/2022	5/13/2022	6/2/2022
4	5/12/2022 – 5/25/2022	5/25/2022	5/27/2022	6/16/2022
5	5/26/2022 – 6/8/2022	6/8/2022	6/10/2022	6/30/2022
6	6/9/2022 – 6/22/2022	6/22/2022	6/24/2022	7/14/2022
7	6/23/2022 – 7/6/2022	7/6/2022	7/8/2022	7/28/2022
8	7/7/2022 – 7/20/2022	7/20/2022	7/22/2022	8/11/2022
9	7/21/2022 – 8/3/2022	8/3/2022	8/5/2022	8/25/2022
10	8/4/2022 – 8/17/2022	8/17/2022	8/19/2022	9/8/2022
11	8/18/2022 – 8/31/2022	8/31/2022	9/2/2022	9/22/2022
12	9/1/2022 – 9/14/2022	9/14/2022	9/16/2022	10/6/2022
13	9/15/2022 – 9/28/2022	9/28/2022	9/30/2022	10/20/2022
14	9/29/2022 – 10/12/2022	10/12/2022	10/14/2022	11/3/2022
15	10/13/2022 – 10/26/2022	10/26/2022	10/28/2022	11/17/2022
16	10/27/2022 – 11/9/2022	11/9/2022	11/11/2022	12/1/2022
17	11/10/2022 – 11/23/2022	11/23/2022	11/25/2022	12/15/2022
18	11/24/2022 – 12/7/2022	12/7/2022	12/9/2022	12/29/2022
19	12/8/2022 – 12/21/2022	12/21/2022	12/23/2022	1/12/2023
20	12/22/2022 – 1/4/2023	1/4/2023	1/6/2023	1/26/2023
21	1/5/2023 – 1/18/2023	1/18/2023	1/20/2023	2/9/2023
22	1/19/2023 – 2/1/2023	2/1/2023	2/3/2023	2/23/2023
23	2/2/2023 – 2/15/2023	2/15/2023	2/17/2023	3/9/2023
24	2/16/2023 – 3/1/2023	3/1/2023	3/3/2023	3/23/2023
25	3/2/2023 – 3/15/2023	3/15/2023	3/17/2023	4/6/2023
26	3/16/2023 – 3/29/2023	3/29/2023	3/31/2023	4/20/2023