

2021-2022
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 2020-2021 is May 11, 2021
- Summer Session Work Dates 5/19/2021 – 8/22/2021
- The first day to work for the Fall 2021 semester is August 23, 2021
- Students not returning for Spring 2022 must stop working as of December 16, 2021
- Work Study students who are graduating May 2021 must stop working April 29, 2021; those graduating December 2021 must stop working December 6, 2021 (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	SUPERVISOR - TAS	PAYCHECK ISSUE DATE
		RECORD SUBMISSION DEADLINE	APPROVAL DEADLINE	
1	3/18/2021 – 3/31/2021	3/31/2021	4/2/2021	4/22/2021
2	4/1/2021 – 4/14/2021	4/14/2021	4/16/2021	5/6/2021
3	4/15/2021 – 4/28/2021	4/28/2021	4/30/2021	5/20/2021
4	4/29/2021 – 5/12/2021	5/12/2021	5/14/2021	6/3/2021
5	5/13/2021 – 5/26/2021	5/26/2021	5/28/2021	6/17/2021
6	5/27/2021 – 6/9/2021	6/9/2021	6/11/2021	7/1/2021
7	6/10/2021 – 6/23/2021	6/23/2021	6/25/2021	7/15/2021
8	6/24/2021 – 7/7/2021	7/7/2021	7/9/2021	7/29/2021
9	7/8/2021 – 7/21/2021	7/21/2021	7/23/2021	8/12/2021
10	7/22/2021 – 8/4/2021	8/4/2021	8/6/2021	8/26/2021
11	8/5/2021 – 8/18/2021	8/18/2021	8/20/2021	9/9/2021
12	8/19/2021 – 9/1/2021	9/1/2021	9/3/2021	9/23/2021
13	9/2/2021 – 9/15/2021	9/15/2021	9/17/2021	10/7/2021
14	9/16/2021 – 9/29/2021	9/29/2021	10/1/2021	10/21/2021
15	9/30/2021 – 10/13/2021	10/13/2021	10/15/2021	11/4/2021
16	10/14/2021 – 10/27/2021	10/27/2021	10/29/2021	11/18/2021
17	10/28/2021 – 11/10/2021	11/10/2021	11/12/2021	12/2/2021
18	11/11/2021 – 11/24/2021	11/24/2021	11/26/2021	12/16/2021
19	11/25/2021 – 12/8/2021	12/8/2021	12/10/2021	12/30/2021
20	12/9/2021 – 12/22/2021	12/22/2021	12/24/2021	1/13/2022
21	12/23/2021 – 1/5/2022	1/5/2022	1/7/2022	1/27/2022
22	1/6/2022 – 1/19/2022	1/19/2022	1/21/2022	2/10/2022
23	1/20/2022 – 2/2/2022	2/2/2022	2/4/2022	2/24/2022
24	2/3/2022 – 2/16/2022	2/16/2022	2/18/2022	3/10/2022
25	2/17/2022 – 3/2/2022	3/2/2022	3/4/2022	3/24/2022
26	3/3/2022 – 3/16/2022	3/16/2022	3/18/2022	4/7/2022