

## Student Employee Payroll Schedule for September 4, 2012– May 17, 2013

Students are paid biweekly. **Hours must be entered into Timesheet X:**  
([https://barnard.studentemployment.ngwebsolutions.com/Cmx\\_Content.aspx?cpId=6](https://barnard.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6)) **by the payroll due dates for paychecks to be issued on the corresponding pay date.**

Please remember that in order to be paid each student must complete an I-9, W-4, and WTPA forms **before beginning work.** Federal Work Study and Barnard College Job Award recipients must consider their award size when planning work schedules. **Students cannot be paid beyond their award.**

<u>Payroll Period</u>			<u>Student Due Date</u>		<u>Supervisor Due Date</u>		<u>Pay Date</u>	
9/4	(Tue) - 9/19	(Wed)	9/20	(Thu)	9/21	(Fri)	9/28	(Fri)
9/20	(Thu) - 10/3	(Wed)	10/4	(Thu)	10/5	(Fri)	10/12	(Fri)
10/4	(Thu) - 10/17	(Wed)	10/18	(Thu)	10/19	(Fri)	10/26	(Fri)
10/18	(Thu) - 10/31	(Wed)	11/1	(Thu)	11/2	(Fri)	11/9	(Fri)
11/1	(Thu) - 11/14	(Wed)	11/15	(Thu)	11/16	(Fri)	<b>11/23*</b>	(Fri)
11/15	(Thu) - 11/28	(Wed)	11/29	(Thu)	11/30	(Fri)	12/7	(Fri)
11/29	(Thu) - 12/12	(Wed)	12/13	(Thu)	12/14	(Fri)	12/21	(Fri)
12/13	(Thu) - 12/26	(Wed)	<b>12/27**</b>	<b>(Thu)</b>	<b>12/28**</b>	<b>(Fri)</b>	<b>1/4**</b>	(Fri)
12/27	(Thu) - 1/9	(Wed)	1/10	(Thu)	1/11	(Fri)	1/18	(Fri)
1/10	(Thu) - 1/23	(Wed)	1/24	(Thu)	1/25	(Fri)	2/1	(Fri)
1/24	(Thu) - 2/6	(Wed)	2/7	(Thu)	2/8	(Fri)	2/15	(Fri)
2/7	(Thu) - 2/20	(Wed)	2/21	(Thu)	2/22	(Fri)	3/1	(Fri)
2/21	(Thu) - 3/6	(Wed)	3/7	(Thu)	3/8	(Fri)	3/15	(Fri)
3/7	(Thu) - 3/20	(Wed)	3/21	(Thu)	3/22	(Fri)	3/29	(Fri)
3/21	(Thu) - 4/3	(Wed)	4/4	(Thu)	4/5	(Fri)	4/12	(Fri)
4/4	(Thu) - 4/17	(Wed)	4/18	(Thu)	4/19	(Fri)	4/26	(Fri)
4/18	(Thu) - 5/1	(Wed)	5/2	(Thu)	5/3	(Fri)	5/10	(Fri)
5/2	(Thu) - <b>5/17</b>	<b>(Fri)</b>	<b>5/17</b>	<b>(Fri)</b>	<b>5/20**</b>	<b>(Mon)</b>	<b>5/24**</b>	<b>(Fri)</b>

**Student Due Date:** deadline for students to enter hours and approve online

**Supervisor Due Date:** deadline for supervisors to approve hours

*Paychecks will be sent to student mailboxes. **For direct deposit, please fill out a direct deposit form and submit to Career Development with voided check.** Allow 2 pay periods for setup of direct deposit.*

*\*Although the pay date falls on a school holiday, the checks should be ready by Wednesday before the pay date.*

*\*\* Due to the winter holidays, time sheets for the 12/13– 12/26 pay period should be submitted and approved once the student has finished working if student and supervisor will be away for the due dates.*

*\*\*\*Friday, May 17, 2013 is the final payroll due date for the 2012-2013 academic year. Hours should be entered and approved by Monday, 5/20 and will be paid on Friday, 5/24. **This paycheck along with other checks in the summer will be delivered to the Bursar Window and will be held there for two weeks before being forwarded to the student's permanent address.***