

STUDENT ASSISTANT / WORK STUDY PAYROLL SCHEDULE 2023-2024



To ensure timely payments, please ensure that timesheets are approved the Friday after the pay period ends.

| PR # | PAY PERIOD | APPOINTMENT PAPERWORK DUE | DIRECT DEPOSIT DEADLINE | TIMESHEETS DUE (FRIDAY) | CHECK DATE |
|------|-------------------------|---------------------------|-------------------------|-------------------------|------------|
| 1 | 3/30/2023 - 4/12/2023 | 3/16/23 | 4/21/23 | 4/14/23 | 5/4/23 |
| 2 | 4/13/2023 - 4/26/2023 | 3/30/23 | 5/5/23 | 4/28/23 | 5/18/23 |
| 3 | 4/27/2023 - 5/10/2023 | 4/13/23 | 5/19/23 | 5/12/23 | 6/1/23 |
| 4 | 5/11/2023 - 5/24/2023 | 4/27/23 | 6/2/23 | 5/26/23 | 6/15/23 |
| 5 | 5/25/2023 - 6/7/2023 | 5/11/23 | 6/16/23 | 6/9/23 | 6/29/23 |
| 6 | 6/8/2023 - 6/21/2023 | 5/25/23 | 6/30/23 | 6/23/23 | 7/13/23 |
| 7 | 6/22/2023 - 7/5/2023 | 6/8/23 | 7/14/23 | 7/7/23 | 7/27/23 |
| 8 | 7/6/2023 - 7/19/2023 | 6/22/23 | 7/28/23 | 7/21/23 | 8/10/23 |
| 9 | 7/20/2023 - 8/2/2023 | 7/6/23 | 8/11/23 | 8/4/23 | 8/24/23 |
| 10 | 8/3/2023 - 8/16/2023 | 7/20/23 | 8/25/23 | 8/18/23 | 9/7/23 |
| 11 | 8/17/2023 - 8/30/2023 | 8/3/23 | 9/8/23 | 9/1/23 | 9/21/23 |
| 12 | 8/31/2023 - 9/13/2023 | 8/17/23 | 9/22/23 | 9/15/23 | 10/5/23 |
| 13 | 9/14/2023 - 9/27/2023 | 8/31/23 | 10/6/23 | 9/29/23 | 10/19/23 |
| 14 | 9/28/2023 - 10/11/2023 | 9/14/23 | 10/20/23 | 10/13/23 | 11/2/23 |
| 15 | 10/12/2023 - 10/25/2023 | 9/28/23 | 11/3/23 | 10/27/23 | 11/16/23 |
| 16 | 10/26/2023 - 11/8/2023 | 10/12/23 | 11/17/23 | 11/10/23 | 11/30/23 |
| 17 | 11/9/2023 - 11/22/2023 | 10/26/23 | 12/1/23 | 11/24/23 | 12/14/23 |
| 18 | 11/23/2023 - 12/6/2023 | 11/9/23 | 12/15/23 | 12/8/23 | 12/28/23 |
| 19 | 12/7/2023 - 12/20/2023 | 11/23/23 | 12/29/23 | 12/22/23 | 1/11/24 |
| 20 | 12/21/2023 - 1/3/2024 | 12/7/23 | 1/12/24 | 1/5/24 | 1/25/24 |
| 21 | 1/4/2024 - 1/17/2024 | 12/21/23 | 1/26/24 | 1/19/24 | 2/8/24 |
| 22 | 1/18/2024 - 1/31/2024 | 1/4/24 | 2/9/24 | 2/2/24 | 2/22/24 |
| 23 | 2/1/2024 - 2/14/2024 | 1/18/24 | 2/23/24 | 2/16/24 | 3/7/24 |
| 24 | 2/15/2024 - 2/28/2024 | 2/1/24 | 3/8/24 | 3/1/24 | 3/21/24 |
| 25 | 2/29/2024 - 3/13/2024 | 2/15/24 | 3/22/24 | 3/15/24 | 4/4/24 |
| 26 | 3/14/2024 - 3/27/2024 | 2/29/24 | 4/5/24 | 3/29/24 | 4/18/24 |

Completed appointment paperwork is due in payroll on the dates listed to ensure timely payments for students.

Student Assistants, the supervisor or designee must submit to the Payroll Office: an approved Student Assistant Appointment Form, completed I-9 Form with photocopies of acceptable document(s), W-4 Form, a state IT-2104 or IT-2104-E Form, and an HRMS-2.

Federal Work Study Students must submit their completed hire paperwork to the Financial Aid Office. Completed paperwork will be forwarded to the Payroll Office for processing.

Pay stubs and checks are mailed from Albany to the legal address on file.

Employees may view and print their pay statements and opt out of receiving a paper pay statement. Please visit <https://hr.buffalostate.edu/payroll> for the NYS Payroll Online details.