



Student Assistant / Work Study Payroll Schedules 2022-2023

Pay Period Number	Pay Period		Timesheet Due in Payroll (Thursday)	Date Paid	Hire Paperwork Due in Payroll By (Wednesday)*
1	3/31/2022	4/13/2022	4/14/2022	5/5/2022	3/16/2022
2	4/14/2022	4/27/2022	4/28/2022	5/19/2022	3/30/2022
3	4/28/2022	5/11/2022	5/12/2022	6/2/2022	4/13/2022
4	5/12/2022	5/25/2022	5/26/2022	6/16/2022	4/27/2022
5	5/26/2022	6/8/2022	6/9/2022	6/30/2022	5/11/2022
6	6/9/2022	6/22/2022	6/23/2022	7/14/2022	5/25/2022
7	6/23/2022	7/6/2022	7/7/2022	7/28/2022	6/8/2022
8	7/7/2022	7/20/2022	7/21/2022	8/11/2022	6/22/2022
9	7/21/2022	8/3/2022	8/4/2022	8/25/2022	7/6/2022
10	8/4/2022	8/17/2022	8/18/2022	9/8/2022	7/20/2022
11	8/18/2022	8/31/2022	9/1/2022	9/22/2022	8/3/2022
12	9/1/2022	9/14/2022	9/15/2022	10/6/2022	8/17/2022
13	9/15/2022	9/28/2022	9/29/2022	10/20/2022	8/31/2022
14	9/29/2022	10/12/2022	10/13/2022	11/3/2022	9/14/2022
15	10/13/2022	10/26/2022	10/27/2022	11/17/2022	9/28/2022
16	10/27/2022	11/9/2022	11/10/2022	12/1/2022	10/12/2022
17	11/10/2022	11/23/2022	11/24/2022	12/15/2022	10/26/2022
18	11/24/2022	12/7/2022	12/8/2022	12/29/2022	11/9/2022
19	12/8/2022	12/21/2022	12/22/2022	1/12/2023	11/23/2022
20	12/22/2022	1/4/2023	1/5/2023	1/26/2023	12/7/2022
21	1/5/2023	1/18/2023	1/19/2023	2/9/2023	12/21/2022
22	1/19/2023	2/1/2023	2/2/2023	2/23/2023	1/4/2023
23	2/2/2023	2/15/2023	2/16/2023	3/9/2023	1/18/2023
24	2/16/2023	3/1/2023	3/2/2023	3/23/2023	2/1/2023
25	3/2/2023	3/15/2023	3/16/2023	4/6/2023	2/15/2023
26	3/16/2023	3/29/2023	3/30/2023	4/20/2023	3/1/2023

* Completed Appointment paperwork is due in Payroll on date listed: To hire **Student Assistants**, the Supervisor or Designee must submit to the Payroll Office: an approved Student Assistant Appointment Form, a completed I-9 form with photocopies of acceptable document(s), IRS Federal Tax Form W-4, New York State Form IT-2104 or IT-2104-E and HRMS-2 Form.

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