

STUDENT ASSISTANT / WORK STUDY PAYROLL SCHEDULE 2026-2027



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	3/26/2026 - 4/8/2026	3/12/26	4/17/26	4/10/26	4/30/26
2	4/9/2026 - 4/22/2026	3/26/26	5/1/26	4/24/26	5/14/26
3	4/23/2026 - 5/6/2026	4/9/26	5/15/26	5/8/26	5/28/26
4	5/7/2026 - 5/20/2026	4/23/26	5/29/26	5/22/26	6/11/26
5	5/21/2026 - 6/3/2026	5/7/26	6/12/26	6/5/26	6/25/26
6	6/4/2026 - 6/17/2026	5/21/26	6/26/26	6/19/26	7/9/26
7	6/18/2026 - 7/1/2026	6/4/26	7/10/26	7/3/26	7/23/26
8	7/2/2026 - 7/15/2026	6/18/26	7/24/26	7/17/26	8/6/26
9	7/16/2026 - 7/29/2026	7/2/26	8/7/26	7/31/26	8/20/26
10	7/30/2026 - 8/12/2026	7/16/26	8/21/26	8/14/26	9/3/26
11	8/13/2026 - 8/26/2026	7/30/26	9/4/26	8/28/26	9/17/26
12	8/27/2026 - 9/9/2026	8/13/26	9/18/26	9/11/26	10/1/26
13	9/10/2026 - 9/23/2026	8/27/26	10/2/26	9/25/26	10/15/26
14	9/24/2026 - 10/7/2026	9/10/26	10/16/26	10/9/26	10/29/26
15	10/8/2026 - 10/21/2026	9/24/26	10/29/26	10/23/26	11/12/26
16	10/22/2026 - 11/4/2026	10/8/26	11/13/26	11/6/26	11/25/26*
17	11/5/2026 - 11/18/2026	10/22/26	11/25/26*	11/20/26	12/10/26
18	11/19/2026 - 12/2/2026	11/5/26	12/11/26	12/4/26	12/24/26
19	12/3/2026 - 12/16/2026	11/19/26	12/23/26*	12/18/26	1/7/27
20	12/17/2026 - 12/30/2026	12/3/26	1/8/27	12/31/26*	1/21/27
21	12/31/2026 - 1/13/2027	12/17/26	1/22/27	1/15/27	2/4/27
22	1/14/2027 - 1/27/2027	12/31/26	2/5/27	1/29/27	2/18/27
23	1/28/2027 - 2/10/2027	1/14/27	2/19/27	2/12/27	3/4/27
24	2/11/2027 - 2/24/2027	1/28/27	3/5/27	2/26/27	3/18/27
25	2/25/2027 - 3/10/2027	2/11/27	3/19/27	3/12/27	4/1/27
26	3/11/2027 - 3/24/2027	2/25/27	4/2/27	3/26/27	4/15/27

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.

* Early deadline dates are indicated in **Bold**

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

Students 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.