



# Beyond Barnard

BARNARD COLLEGE

## Academic Year 23/24 Payroll Schedule

Students are paid biweekly. Hours must be entered and approved in Workday by the due dates listed below for paychecks to be issued on the corresponding pay date. **If hours are not submitted by the due date, a paycheck may not be issued until the following pay date.**

Payroll Period	Student Due Date	Supervisor Due Date	Pay Date
09/07 (Thu) – 09/20 (Wed)	09/20 (Wed)	09/21 (Thu)	09/29 (Fri)
09/22 (Thu) – 10/05 (Wed)	10/04 (Wed)	10/05 (Thu)	10/13 (Fri)
10/06 (Thu) – 10/19 (Wed)	10/18 (Wed)	10/19 (Thu)	10/27 (Fri)
10/20 (Thu) – 11/02 (Wed)	11/01 (Wed)	11/02 (Thu)	11/10 (Fri)
11/03 (Thu) – 11/16 (Wed)	11/15 (Wed)	11/16 (Thu)	11/24 (Fri)
11/17 (Thu) – 11/30 (Wed)	11/29 (Wed)	11/30 (Thu)	12/08 (Fri)
12/01 (Thu) – 12/14 (Wed)**	12/13 (Wed)	12/14 (Thu)	12/22 (Fri)
12/15 (Thu) – 12/28 (Wed)	12/27 (Wed)	12/28 (Thu)	01/19 (Fri)*
12/29 (Thu) – 01/11 (Wed)	01/10 (Wed)	01/11 (Thu)	01/19 (Fri)
01/12 (Thu) – 01/25 (Wed)	01/24 (Wed)	01/25 (Thu)	02/02 (Fri)
01/26 (Thu) – 02/08 (Wed)	02/07 (Wed)	02/08 (Thu)	02/16 (Fri)
02/09 (Thu) – 02/22 (Wed)	02/21 (Wed)	02/22 (Thu)	03/01 (Fri)
02/23 (Thu) – 03/08 (Wed)	03/06 (Wed)	03/07 (Thu)	03/15 (Fri)
03/09 (Thu) – 03/22 (Wed)	03/20 (Wed)	03/21 (Thu)	03/29 (Fri)
03/23 (Thu) – 04/05 (Wed)	04/03 (Wed)	04/04 (Thu)	04/12 (Fri)
04/06 (Thu) – 04/19 (Wed)	04/17 (Wed)	04/18 (Thu)	04/26 (Fri)
04/20 (Thu) – 05/03 (Wed)	05/01 (Wed)	05/02 (Thu)	05/10 (Fri)
05/04 (Thu) – 05/17 (Wed)	05/15 (Wed)	05/16 (Thu)	05/24 (Fri)

\* The normal pay date for this period is during break. This period will pay on the following pay date (01/19).

\*\* This pay period is not a two-week period.

- Please remember that in order to be paid; each student must have an [updated I-9](#), [W-4](#), and [WTPA](#) form on file in Workday before their first work date.
- During the academic year, students may work up to **15 hours per week**. If working 6 or more continuous hours, an employee is required to take at least a half-hour break.
- It is **highly recommended** that students sign up for [direct deposit](#).