



# Beyond Barnard

BARNARD COLLEGE

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## 2018-2019 PAYROLL SCHEDULE

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

Payroll Period	Student Due Date	Supervisor Due Date	Pay Date
09/04 (Tue) – 09/12 (Wed)*	09/13 (Thu)	09/14 (Fri)	09/21 (Fri)
09/13 (Thu) – 09/26 (Wed)	09/27 (Thu)	09/28 (Fri)	10/05 (Fri)
09/27 (Thu) – 10/10 (Wed)	10/11 (Thu)	10/12 (Fri)	10/19 (Fri)
10/11 (Thu) – 10/24 (Wed)	10/25 (Thu)	10/26 (Fri)	11/02 (Fri)
10/25 (Thu) – 11/07 (Wed)	11/08 (Thu)	11/09 (Fri)	11/16 (Fri)
11/08 (Thu) – 11/21 (Wed)**	11/21 (Wed)	11/26 (Mon, 10AM)	11/30 (Fri)
11/22 (Thu) – 12/05 (Wed)	12/06 (Thu)	12/07 (Fri)	12/14 (Fri)
12/06 (Thu) – 12/19 (Wed)***	01/03 (Thu)	01/04 (Fri)	01/11 (Fri)
12/20 (Thu) – 01/02 (Wed)	01/03 (Thu)	01/04 (Fri)	01/11 (Fri)
01/03 (Thu) – 01/16 (Wed)	01/17 (Thu)	01/18 (Fri)	01/25 (Fri)
01/17 (Thu) – 01/30 (Wed)	01/31 (Thu)	02/01 (Fri)	02/08 (Fri)
01/31 (Thu) – 02/13 (Wed)	02/14 (Thu)	02/15 (Fri)	02/22 (Fri)
02/14 (Thu) – 02/27 (Wed)	02/28 (Thu)	03/01 (Fri)	03/08 (Fri)
02/28 (Thu) – 03/13 (Wed)	03/14 (Thu)	03/15 (Fri)	03/22 (Fri)
03/14 (Thu) – 03/27 (Wed)	03/28 (Thu)	03/29 (Fri)	04/05 (Fri)
03/28 (Thu) – 04/10 (Wed)	04/11 (Thu)	04/12 (Fri)	04/19 (Fri)
04/11 (Thu) – 04/24 (Wed)	04/25 (Thu)	04/26 (Fri)	05/03 (Fri)
04/25 (Thu) – 05/08 (Wed)	05/09 (Thu)	05/10 (Fri)	05/17 (Fri)
05/09 (Thu) – 05/16 (Thu) ****	05/16 (Thu)	05/17 (Fri)	05/31 (Fri)

\* The pay period of 09/04-09/12 is not a two week period.

\*\* The student due date has been pushed up and the supervisor due date has been pushed back due to the Thanksgiving holiday.

\*\*\* The normal pay date for the period of 12/06-12/19 is during break. This period will pay on the following pay date (01/11).

\*\*\*\* Thursday, May 16<sup>th</sup> is the final payroll date for the 2017-2018 academic year. **This paycheck along with other checks in the summer will be delivered to the Bursar's Window and will be held there for two weeks before being forwarded to the student's permanent address (unless the student has direct deposit).**

- Please remember that in order to be paid; each student must have an **updated I-9, W-4, and WTPA** form on file 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. Forms are available in the Beyond Barnard office and on our website.