



# Beyond Barnard

BARNARD COLLEGE

## Academic Year 22/23 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
09/08 (Thu) – 09/21 (Wed)	09/21 (Wed)	09/22 (Thu)	09/30 (Fri)
09/22 (Thu) – 10/05 (Wed)	10/05 (Wed)	10/06 (Thu)	10/14 (Fri)
10/06 (Thu) – 10/19 (Wed)	10/19 (Wed)	10/20 (Thu)	10/28 (Fri)
10/20 (Thu) – 11/02 (Wed)	11/02 (Wed)	11/03 (Thu)	11/11 (Fri)
11/03 (Thu) – 11/16 (Wed)	11/16 (Wed)	11/17 (Thu)	11/25 (Fri)
11/17 (Thu) – 11/30 (Wed)	11/30 (Wed)	12/01 (Thu)	12/09 (Fri)
12/01 (Thu) – 12/14 (Wed)**	12/14 (Wed)	12/15 (Thu)	01/06 (Fri)*
12/15 (Thu) – 12/28 (Wed)	12/28 (Wed)	12/29 (Thu)	01/06 (Fri)
12/29 (Thu) – 01/11 (Wed)	01/11 (Wed)	01/12 (Thu)	01/20 (Fri)
01/12 (Thu) – 01/25 (Wed)	01/25 (Wed)	01/26 (Thu)	02/03 (Fri)
01/26 (Thu) – 02/08 (Wed)	02/08 (Wed)	02/09 (Thu)	02/17 (Fri)
02/09 (Thu) – 02/22 (Wed)	02/22 (Wed)	02/23 (Thu)	03/03 (Fri)
02/23 (Thu) – 03/08 (Wed)	03/08 (Wed)	03/09 (Thu)	03/17 (Fri)
03/09 (Thu) – 03/22 (Wed)	03/22 (Wed)	03/23 (Thu)	03/31 (Fri)
03/23 (Thu) – 04/05 (Wed)	04/05 (Wed)	04/06 (Thu)	04/14 (Fri)
04/06 (Thu) – 04/19 (Wed)	04/19 (Wed)	04/20 (Thu)	04/28 (Fri)
04/20 (Thu) – 05/03 (Wed)	05/03 (Wed)	05/04 (Thu)	05/12 (Fri)
05/04 (Thu) – 05/17 (Wed)	05/17 (Wed)	05/18 (Thu)	05/26 (Fri)

\* The normal pay date for this period is during break. This period will pay on the following pay date (01/06).

\*\* 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](#).