



Beyond Barnard

BARNARD COLLEGE

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PAYROLL SCHEDULE

Summer 2018

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
05/11 (Fri) – 05/23 (Wed)*	05/24 (Thu)	05/25 (Fri)*	06/01 (Fri)*
05/24 (Thu) – 06/06 (Wed)	06/07 (Thu)	06/08 (Fri)	06/15 (Fri)
06/07 (Thu) – 06/20 (Wed)	06/21 (Thu)	06/22 (Fri)	06/29 (Fri)
06/21 (Thu) – 07/04 (Wed)	07/05 (Thu)	07/06 (Fri)	07/13 (Fri)
07/05 (Thu) – 07/18 (Wed)	07/19 (Thu)	07/20 (Fri)	07/27 (Fri)
07/19 (Thu) – 08/01 (Wed)	08/02 (Thu)	08/03 (Fri)	08/10 (Fri)
08/02 (Thu) – 08/15 (Wed)	08/16 (Thu)	08/17 (Fri)	08/24 (Fri)
08/16 (Thu) – 08/29 (Wed)	08/30 (Thu)	08/31 (Fri)	09/07 (Fri)
08/30 (Thu) – 09/03 (Mon)*	09/04 (Tues)	09/14 (Fri)	09/21 (Fri)

* 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 before their first work date. Forms are available in Student Employment Services and on the BarnardWorks website.
- During the summer, students may work up to 35 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 set up direct deposit. Forms are available in Student Employment Services and on the BarnardWorks website.