



## Student Assistant / Work Study Payroll Schedules 2021-2022

Hire Paperwork Due in Payroll By (Wednesday)*	Pay Period Number	Pay Period	Timesheet Due in Payroll (Thursday)	Date Paid
03/03/21	1	03/18/21 - 03/31/21	04/01/21	04/22/21
03/17/21	2	04/01/21 - 04/14/21	04/15/21	05/06/21
03/31/21	3	04/15/21 - 04/28/21	04/29/21	05/20/21
04/14/21	4	04/29/21 - 05/12/21	05/13/21	06/03/21
04/28/21	5	05/13/21 - 05/26/21	05/27/21	06/17/21
05/12/21	6	05/27/21 - 06/09/21	06/10/21	07/01/21
05/26/21	7	06/10/21 - 06/23/21	06/24/21	07/15/21
06/09/21	8	06/24/21 - 07/07/21	07/08/21	07/29/21
06/23/21	9	07/08/21 - 07/21/21	07/22/21	08/12/21
07/07/21	10	07/22/21 - 08/04/21	08/05/21	08/26/21
07/21/21	11	08/05/21 - 08/18/21	08/19/21	09/09/21
08/04/21	12	08/19/21 - 09/01/21	09/02/21	09/23/21
08/18/21	13	09/02/21 - 09/15/21	09/16/21	10/07/21
09/01/21	14	09/16/21 - 09/29/21	09/30/21	10/21/21
09/15/21	15	09/30/21 - 10/13/21	10/14/21	11/04/21
09/29/21	16	10/14/21 - 10/27/21	10/28/21	11/18/21
10/13/21	17	10/28/21 - 11/10/21	11/11/21	12/02/21
10/27/21	18	11/11/21 - 11/24/21	11/25/21	12/16/21
11/10/21	19	11/25/21 - 12/08/21	12/09/21	12/30/21
11/24/21	20	12/09/21 - 12/22/21	12/23/21	01/13/22
12/08/21	21	12/23/21 - 01/05/22	01/06/22	01/27/22
12/22/21	22	01/06/22 - 01/19/22	01/20/22	02/10/22
01/05/22	23	01/20/22 - 02/02/22	02/03/22	02/24/22
01/19/22	24	02/03/22 - 02/16/22	02/17/22	03/10/22
02/02/22	25	02/17/22 - 03/02/22	03/03/22	03/24/22
02/16/22	26	03/03/22 - 03/16/22	03/17/22	04/07/22

\* Completed FWS Appointment paperwork is due in Payroll on date listed above →→ ↑↑↑↑↑

To hire **Student Assistants**, the Supervisor or Designee must submit to the Payroll Office: an approved Student Assistant Appointment Form, a completed I-9 form with photocopies of acceptable document(s), IRS Form W-4, New York State Form IT-2104 or IT-2104-E and HRMS-2 Form.

Federal Work Study Students must submit their completed hire paperwork to the College's Financial Aid Office. Completed paperwork will be forwarded to the Payroll Office for processing.