



Office of Financial Aid
 Vanderlyn 105
 Stone Ridge, NY 12484

Student Worker Payroll Periods for 2019-2020

Checks are to be picked up in the accounting office from 9 a.m. to 12 p.m. on Fridays according to the Pay Schedule. New students will receive their first check up to four weeks after they begin working depending on their start date. Time sheets should be checked and signed by the person supervising the work and sent to the Financial Aid office as soon as possible, but **NO LATER THAN THE DUE DATE LISTED BELOW.**

*****Late time sheets are processed for the next payroll period.*****

Make sure time sheets have the supervisor’s signature, student signature, student information, calculated hours worked, payroll budget number (i.e.: 100-410-6131-40), correct dates and times. Students are required by law to take a half hour break if working more than 6 hours. The break should be at the midpoint of the hours scheduled.

FALL 2019		
Payroll Period	Time Sheet Deadline	Pay Schedule
Aug. 10 - Aug. 23	Tuesday, Aug. 27	Friday, Sept. 6
Aug. 24 - Sept. 6	Tuesday, Sept. 10	Friday, Sept. 20
Sept. 7 - Sept. 20	Tuesday, Sept. 24	Friday, Oct. 4
Sept. 21 - Oct. 4	Tuesday, Oct. 8	Friday, Oct. 18
Oct. 5 - Oct. 18	Tuesday, Oct. 22	Friday, Nov. 1
Oct. 19 - Nov. 1	Tuesday, Nov. 5	Friday, Nov. 15
Nov. 2 - Nov. 15	Tuesday, Nov. 19	Friday, Nov. 29
Nov. 16 - Nov. 29	Tuesday, Dec. 3	Friday, Dec. 13
Nov. 30 - Dec. 13	Tuesday, Dec. 17	Friday, Dec. 27
Dec. 14 - Dec. 27	Tuesday, Dec. 31	Friday, Jan. 10
SPRING 2020		
Payroll Period	Time Sheet Deadline	Pay Schedule
Dec. 28 - Jan. 10	Tuesday, Jan. 14	Friday, Jan. 24
Jan. 11 - Jan. 24	Tuesday, Jan. 28	Friday, Feb. 7
Jan. 25 - Feb. 7	Tuesday, Feb. 11	Friday, Feb. 21
Feb. 8 - Feb. 21	Tuesday, Feb. 25	Friday, Mar. 6
Feb. 22 - Mar. 6	Tuesday, Mar. 10	Friday, Mar. 20
Mar. 7 - Mar. 20	Tuesday, Mar. 24	Friday, Apr. 3
Mar. 21 - Apr. 3	Tuesday, Apr. 7	Friday, Apr. 17
Apr. 4 - Apr. 17	Tuesday, Apr. 21	Friday, May 1
Apr. 18 - May 1	Tuesday, May 5	Friday, May 15
May 2 - May 15	Tuesday, May 19	Friday, May 29
May 16 - May 29	Tuesday, June 2	Friday, June 12