

Human Resources

State Student Assistant and College Workstudy Payroll Calendar

Due Dates for 2018-2019

ALL student assistants & federal college work students should use the online Time & Attendance System for timesheet submission.

| <u>Period No.</u> | <u>From</u> | <u>Period</u> | <u>To</u> | <u>Personnel Transaction Form (ePTF) Due Dates</u> | <u>HRS Payroll Processing Transaction Due Dates</u> | <u>Online Timesheets Due</u> | <u>Paycheck Distributed</u> |
|-------------------|-------------|---------------|------------|--|---|------------------------------|-----------------------------|
| 1 | 3/22/2018 | - | 4/4/2018 | Thursday 3/29/2018 | Friday 3/30/2018 | Thursday 4/5/2018 | 4/26/2018 |
| 2 | 4/5/2018 | - | 4/18/2018 | Thursday 4/12/2018 | Friday 4/13/2018 | Thursday 4/19/2018 | 5/10/2018 |
| 3 | 4/19/2018 | - | 5/2/2018 | Thursday 4/26/2018 | Friday 4/27/2018 | Thursday 5/3/2018 | 5/24/2018 |
| 4 | 5/3/2018 | - | 5/16/2018 | Thursday 5/10/2018 | Friday 5/11/2018 | Thursday 5/17/2018 | 6/7/2018 |
| 5 | 5/17/2018 | - | 5/30/2018 | Thursday 5/24/2018 | Friday 5/25/2018 | Thursday 5/31/2018 | 6/21/2018 |
| 6 | 5/31/2018 | - | 6/13/2018 | Thursday 6/7/2018 | Friday 6/8/2018 | Thursday 6/14/2018 | 7/5/2018 |
| 7 | 6/14/2018 | - | 6/27/2018 | Thursday 6/21/2018 | Friday 6/22/2018 | Thursday 6/28/2018 | 7/19/2018 |
| 8 | 6/28/2018 | - | 7/11/2018 | Thursday 7/5/2018 | Friday 7/6/2018 | Thursday 7/12/2018 | 8/2/2018 |
| 9 | 7/12/2018 | - | 7/25/2018 | Thursday 7/19/2018 | Friday 7/20/2018 | Thursday 7/26/2018 | 8/16/2018 |
| 10 | 7/26/2018 | - | 8/8/2018 | Thursday 8/2/2018 | Friday 8/3/2018 | Thursday 8/9/2018 | 8/30/2018 |
| 11 | 8/9/2018 | - | 8/22/2018 | Thursday 8/16/2018 | Friday 8/17/2018 | Thursday 8/23/2018 | 9/13/2018 |
| 12 | 8/23/2018 | - | 9/5/2018 | Thursday 8/30/2018 | Friday 8/31/2018 | Thursday 9/6/2018 | 9/27/2018 |
| 13 | 9/6/2018 | - | 9/19/2018 | Thursday 9/13/2018 | Friday 9/14/2018 | Thursday 9/20/2018 | 10/11/2018 |
| 14 | 9/20/2018 | - | 10/3/2018 | Thursday 9/27/2018 | Friday 9/28/2018 | Thursday 10/4/2018 | 10/25/2018 |
| 15 | 10/4/2018 | - | 10/17/2018 | Thursday 10/11/2018 | Friday 10/12/2018 | Thursday 10/18/2018 | 11/8/2018 |
| 16 | 10/18/2018 | - | 10/31/2018 | Thursday 10/25/2018 | Friday 10/26/2018 | Thursday 11/1/2018 | 11/21/2018 |
| 17 | 11/1/2018 | - | 11/14/2018 | Thursday 11/8/2018 | Friday 11/9/2018 | Thursday 11/15/2018 | 12/6/2018 |
| 18 | 11/15/2018 | - | 11/28/2018 | Wednesday 11/21/2018 | Wed 11/21/2018 | Thursday 11/29/2018 | 12/20/2018 |
| 19 | 11/29/2018 | - | 12/12/2018 | Thursday 12/6/2018 | Friday 12/7/2018 | Thursday 12/13/2018 | 1/3/2019 |
| 20 | 12/13/2018 | - | 12/26/2018 | Thursday 12/20/2018 | Friday 12/21/2018 | Thursday 12/27/2018 | 1/17/2019 |
| 21 | 12/27/2018 | - | 1/9/2019 | Thursday 1/3/2019 | Friday 1/4/2019 | Thursday 1/10/2019 | 1/31/2019 |
| 22 | 1/10/2019 | - | 1/23/2019 | Thursday 1/17/2019 | Friday 1/18/2019 | Thursday 1/24/2019 | 2/14/2019 |
| 23 | 1/24/2019 | - | 2/6/2019 | Thursday 1/31/2019 | Friday 2/1/2019 | Thursday 2/7/2019 | 2/28/2019 |
| 24 | 2/7/2019 | - | 2/20/2019 | Thursday 2/14/2019 | Friday 2/15/2019 | Thursday 2/21/2019 | 3/14/2019 |
| 25 | 2/21/2019 | - | 3/6/2019 | Thursday 2/28/2019 | Friday 3/1/2019 | Thursday 3/7/2019 | 3/28/2019 |
| 26 | 3/7/2019 | - | 3/20/2019 | Thursday 3/14/2019 | Friday 3/15/2019 | Thursday 3/21/2019 | 4/11/2019 |

Notes:

- 1 Electronic Personnel Transaction Forms (ePTFs) must be received by the due date indicated above.
- 2 It is necessary to process rate changes and account number changes via an ePTF.
- 3 Standard Maximum Work Hours:
 Student Assistant: 20 hours/week
 College Work Study: 12 hours/week
- 4 **Whenever possible, rate changes and account number changes should carry an effective date coinciding with the beginning date of the payroll period.** If hourly rates or account numbers are changed in the middle of a pay period, separate timesheets reflecting old and new information (rate and account number) must be submitted.
- 5 Supervisor changes should be requested via the following link:
<http://www.buffalo.edu/administrative-services/forms-catalog/hr/supervisor-change-request-for-state-employees.html>
- 6 College Work Study Students:
 *Starting day for the fall semester is 08/27/18 (first day of classes), and the award end date is 06/30/19.
 *Last work day for graduating students (Spring Semester) is 06/15/18.