

**2018-2019**  
**PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS**

For employment instructions:

- Student Assistant go to <http://www.newpaltz.edu/media/payroll/StudentInstructions.pdf>,
- Work Study go to <http://www.newpaltz.edu/financialaid/workstudy.html>

Important work dates:

- The last day to work for academic year 2017-2018 is May 20, 2018
- Summer Session Work Dates 5/21/2018 – 8/26/2018
- The first day to work for the Fall 2018 semester is August 27, 2018
- Students not returning for Spring 2019 must stop working as of December 20, 2018
- Work Study students who are graduating May 2018 must stop working May 7, 2018; those graduating December 2018 must stop working December 10, 2018 (last day of classes)

Students may work up to 20 hours per pay week when school is in session (Thurs-Wed) for all student employment. During winter and summer period students may work up to 29 hours per pay week if not taking classes. See the [SUNY New Paltz Policy on Student Work Hours](#).

Time records are completed on-line using the Time and Attendance System (TAS). Students sign-on through my.newpaltz.edu > Students tab > Employment Resources > SUNY Self-Service > Time and Attendance. **Time record should be submitted to the supervisor on the last day worked for the pay period or no later than the Student TAS Record Submission Deadline.**

PR#	PAY PERIOD –WORK DATES	STUDENT - TAS RECORD SUBMISSION DEADLINE	SUPERVISOR - TAS APPROVAL DEADLINE	PAYCHECK ISSUE DATE
1	3/22/2018 – 4/4/2018	4/4/2018	4/5/2018	4/26/2018
2	4/5/2018 – 4/18/2018	4/18/2018	4/19/2018	5/10/2018
3	4/19/2018 – 5/2/2018	5/2/2018	5/3/2018	5/24/2018
4	5/3/2018 – 5/16/2018	5/16/2018	5/17/2018	6/7/2018
5	5/17/2018 – 5/30/2018	5/30/2018	5/31/2018	6/21/2018
6	5/31/2018 – 6/13/2018	6/13/2018	6/14/2018	7/5/2018
7	6/14/2018 – 6/27/2018	6/27/2018	6/28/2018	7/19/2018
8	6/28/2018 – 7/11/2018	7/11/2018	7/12/2018	8/2/2018
9	7/12/2018 – 7/25/2018	7/25/2018	7/26/2018	8/16/2018
10	7/26/2018 – 8/8/2018	8/8/2018	8/9/2018	8/30/2018
11	8/9/2018 – 8/22/2018	8/22/2018	8/23/2018	9/13/2018
12	8/23/2018 – 9/5/2018	9/5/2018	9/6/2018	9/27/2018
13	9/6/2018 – 9/19/2018	9/19/2018	9/20/2018	10/11/2018
14	9/20/2018 – 10/3/2018	10/3/2018	10/4/2018	10/25/2018
15	10/4/2018 – 10/17/2018	10/17/2018	10/18/2018	11/8/2018
16	10/18/2018 – 10/31/2018	10/31/2018	11/1/2018	11/21/2018*
17	11/1/2018 – 11/14/2018	11/14/2018	11/15/2018	12/6/2018
18	11/15/2018 – 11/28/2018	11/28/2018	11/29/2018	12/20/2018
19	11/29/2018 – 12/12/2018	12/12/2018	12/13/2018	1/3/2019
20	12/13/2018 – 12/26/2018	12/26/2018	12/27/2018	1/17/2019
21	12/27/2018 – 1/9/2019	1/9/2019	1/10/2019	1/31/2019
22	1/10/2019 – 1/23/2019	1/23/2019	1/24/2019	2/14/2019
23	1/24/2019 – 2/6/2019	2/6/2019	2/7/2019	2/28/2019
24	2/7/2019 – 2/20/2019	2/20/2019	2/21/2019	3/14/2019
25	2/21/2019 – 3/6/2019	3/6/2019	3/7/2019	3/28/2019
26	3/7/2019 – 3/20/2019	3/20/2019	3/21/2019	4/11/2019

**\*Early Payday due to Holiday**