

**2021 – 2022
STUDENT PAYROLL SCHEDULE**

Week	Pay Period	Due Date	Pay Date
39	Aug. 29 – Sept. 11	Monday, Sept. 13	Wednesday Sept. 22
41	Sept. 12 – Sept. 25	Monday, Sept. 27	Wednesday Oct. 6
43	Sept. 26 – Oct. 9	Friday, Oct. 8 *Columbus	Wednesday Oct. 20
45	Oct. 10 – Oct. 23	Monday, Oct. 25	Wednesday Nov. 3
47	Oct. 24 – Nov. 6	Monday, Nov. 8	Wednesday Nov. 17
49	Nov. 7 – Nov. 20	Monday, Nov. 22	Wednesday Dec. 1
51	Nov. 21 – Dec. 4	Monday, Dec. 6	Wednesday Dec. 15
1	Dec. 5 – Dec. 18	Monday, Dec. 20	Wednesday Dec. 29
3	Dec. 19 – Jan. 1	Monday, Jan. 3	Wednesday Jan. 12
5	Jan. 2 – Jan. 15	Friday, Jan. 14 *MLK	Wednesday Jan. 26
7	Jan. 16 – Jan. 29	Monday, Jan. 31	Wednesday Feb. 9
9	Jan. 30 – Feb. 12	Monday, Feb. 14	Wednesday Feb. 23
11	Feb. 13 – Feb. 26	Monday, Feb. 28	Wednesday Mar. 9
13	Feb. 27 – Mar. 12	Monday, Mar. 14	Wednesday Mar. 23
15	Mar. 13 – Mar. 26	Monday, Mar. 28	Wednesday April 6
17	Mar. 27 – Apr. 9	Monday, April 11	Wednesday April 20
19	Apr. 10 – April 23	Monday, April 25	Wednesday May 4
21	Apr. 24 – May 7	Monday, May 9	Wednesday May 18

NEW PROCESS: Student Assistant PDF timesheets, Daemen Work Program (DWP) PDF timesheets, and Federal Work Study (FWS) PDF timesheets must be completed by the student worker and **emailed to their supervisor for corrections and approval. Supervisors must email the PDF timesheets to Bianca Gowanny (bgowanny@daemen.edu) & Samantha Maiarana (smaiaran@daemen.edu) in the Office of Employee Engagement (DS 126) by noon on the stated due day.** If a holiday falls on the day timesheets are due or that following Monday, time sheets will be due prior. *All fillable PDF timesheets can be found online under Student Employment.

*Watch for emails sent out on the students-announce list serve for early due dates because of college and/or bank holidays **NOT already indicated** on the payroll schedule.

According to ACA, Paid Family Leave Act and Daemen College’s policy on part time employees, **all student workers must not exceed 19 hours in a given work week** throughout the entire year, even if working in multiple offices.

- Traditional FWS is limited to a maximum of 10 hours per week.
- HEOP FWS is limited to a maximum of 5 hours per week.
- DWP is limited to a maximum of 6 hours per week.

Employees working over 6 hours per day, BY LAW, must take at least a half hour lunch.

Supervisors are responsible for ensuring timesheets are accurate, and totaled before signing and turning them in!