**2018 – 2019**

**STUDENT PAYROLL SCHEDULE**

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

Student Assistant-SA (yellow carbon copy) timesheets, Daemen Work Program-DWP (green) timesheets, and Federal Work Study-FWS (white) timesheets are due to Samantha Maiarana in the Office of Employee Engagement (DS 126) **by noon** on the stated day. \*If a holiday falls on the day timesheets are due or that following Monday, time sheets will be due EARLY.

LATE TIMESHEETS will be paid on the following Pay Date. Please do not HOLD timesheets, they are due on the specified dates for a reason!

\*Watch for emails sent out on the students-announce list serve for any other 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 8 hours per week.
* DWP is limited to a maximum of 7 hours per week.
* Student Assistants are limited to a cumulative maximum of 19 hours a week (even if working in multiple departments).

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

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