

2022 – 2023
STUDENT PAYROLL SCHEDULE

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

Intersemester *must save hours for FWS/HEOP/DWP

TIMESHEET 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 year,

in multiple offices.

Traditional FWS is limited to a maximum of 10 hours per week.

HEOP FWS is limited to a maximum of 4.5 hours per week.

DWP is limited to a maximum of 6 hours per week.

FWS/HEOP/DWP Aid is for the **academic** year only, and if students are asked to work on breaks/over intersemester, supervisors must **SAVE** hours from the Fall semester to use. Spring aid will not be open to use until the Spring semester begins.

Employees working over 6 hours per day, BY LAW, must take at least a half hour lunch. You must **SHOW** this break on the timesheets.

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