



Academic Year 20/21 Payroll Schedule

Students are paid biweekly. Hours must be entered and approved on BarnardWorks by the due dates listed below for paychecks to be issued on the corresponding pay date. **If hours are not submitted by the due date, a paycheck may not be issued until the following pay date.**

Payroll Period	Student Due Date	Supervisor Due Date	Pay Date
09/08 (Tue) – 09/09 (Wed)*	09/10 (Thu)	09/11 (Fri)	09/18 (Fri)
09/10 (Thu) – 09/23 (Wed)	09/24 (Thu)	09/25 (Fri)	10/02 (Fri)
09/24 (Thu) – 10/07 (Wed)	10/08 (Thu)	10/09 (Fri)	10/16 (Fri)
10/08 (Thu) – 10/21 (Wed)	10/22 (Thu)	10/23 (Fri)	10/30 (Fri)
10/22 (Thu) – 11/04 (Wed)	11/05 (Thu)	11/06 (Fri)	11/13 (Fri)
11/05 (Thu) – 11/18 (Wed)	11/19 (Thu)	11/20 (Fri)	11/27 (Fri)
11/19 (Thu) – 12/02 (Wed)	12/03 (Thu)	12/04 (Fri)	12/11 (Fri)
12/03 (Thu) – 12/16 (Wed)**	12/17 (Thu)	12/18 (Fri)	01/08 (Fri)
12/18 (Thu) – 12/30 (Wed)	12/31 (Thu)	01/01 (Fri)	01/08 (Fri)
12/31 (Thu) – 01/13 (Wed)	01/14 (Thu)	01/15 (Fri)	01/22 (Fri)
01/14 (Thu) – 01/27 (Wed)	01/28 (Thu)	01/29 (Fri)	02/05 (Fri)
01/28 (Thu) – 02/10 (Wed)	02/11 (Thu)	02/12 (Fri)	02/19 (Fri)
02/11 (Thu) – 02/24 (Wed)	02/25 (Thu)	02/26 (Fri)	03/05 (Fri)
02/25 (Thu) – 03/10 (Wed)	03/11 (Thu)	03/12 (Fri)	03/19 (Fri)
03/11 (Thu) – 03/24 (Wed)	03/25 (Thu)	03/26 (Fri)	04/02 (Fri)
03/25 (Thu) – 04/07 (Wed)	04/08 (Thu)	04/09 (Fri)	04/16 (Fri)
04/08 (Thu) – 04/21 (Wed)	04/22 (Thu)	04/23 (Fri)	04/30 (Fri)
04/22 (Thu) – 05/05 (Wed)	05/06 (Thu)	05/07 (Fri)	05/14 (Fri)
05/06 (Thu) – 05/13 (Thu)*	05/20 (Thu)	05/21 (Fri)	05/28 (Fri)

* This pay period is not a two-week period.

**The normal pay date for this period is during break. This period will pay on the following pay date (01/08).

- Please remember that in order to be paid; each student must have an [updated I-9, W-4, and WTPA](#) form on file before their first work date.
- During the academic year, students may work up to **15 hours per week**. If working 6 or more continuous hours, an employee is required to take at least a half-hour break.
- It is ***highly recommended*** that students sign up for [direct deposit](#).