



Academic Year 21/22 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
09/09 (Thu) – 09/22 (Wed)	09/23 (Thu)	09/24 (Fri)	10/01 (Fri)
09/23 (Thu) – 10/06 (Wed)	10/07 (Thu)	10/08 (Fri)	10/15 (Fri)
10/07 (Thu) – 10/20 (Wed)	10/21 (Thu)	10/22 (Fri)	10/29 (Fri)
10/21 (Thu) – 11/03 (Wed)	11/04 (Thu)	11/05 (Fri)	11/12 (Fri)
11/04 (Thu) – 11/17 (Wed)	11/18 (Thu)	11/19 (Fri)	11/26 (Fri)
11/18 (Thu) – 12/01 (Wed)	12/02 (Thu)	12/03 (Fri)	12/10 (Fri)
12/02 (Thu) – 12/15 (Wed)**	12/16 (Thu)	12/17 (Fri)	01/07 (Fri)
12/16 (Thu) – 12/29 (Wed)	12/30 (Thu)	01/03 (Mon, 10 AM)	01/07 (Fri)
12/30 (Thu) – 01/12 (Wed)	01/13 (Thu)	01/14 (Fri)	01/21 (Fri)
01/13 (Thu) – 01/26 (Wed)	01/27 (Thu)	01/28 (Fri)	02/04 (Fri)
01/27 (Thu) – 02/09 (Wed)	02/10 (Thu)	02/11 (Fri)	02/18 (Fri)
02/10 (Thu) – 02/23 (Wed)	02/24 (Thu)	02/25 (Fri)	03/04 (Fri)
02/24 (Thu) – 03/09 (Wed)	03/10 (Thu)	03/11 (Fri)	03/18 (Fri)
03/10 (Thu) – 03/23 (Wed)	03/24 (Thu)	03/25 (Fri)	04/01 (Fri)
03/24 (Thu) – 04/06 (Wed)	04/07 (Thu)	04/08 (Fri)	04/15 (Fri)
04/07 (Thu) – 04/20 (Wed)	04/21 (Thu)	04/22 (Fri)	04/29 (Fri)
04/21 (Thu) – 05/04 (Wed)	05/05 (Thu)	05/06 (Fri)	05/13 (Fri)
05/05 (Thu) – 05/12 (Thu)*	05/19 (Thu)	05/20 (Fri)	05/27 (Fri)

* The normal pay date for this period is during break. This period will pay on the following pay date (01/07).

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

- 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](#).