

CAREER DEVELOPMENT

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Student Employee Payroll Schedule for September 2, 2008– May 15, 2009

Students are paid biweekly. **If a time sheet is not received at Career Development by the "Payroll Due Date," a paycheck will not be issued until the following pay date. If a student misses a time sheet due date, no more than one late time sheet can be processed for the next pay date.** Students and employers should contact Career Development regarding work during school vacation periods.

Please remember that in order to be paid each student must complete a contract, W-4 form, and an I-9 form before beginning work. Career Development strongly recommends that students work no more than 10 hours per week. Federal Work Study and Barnard College Job Award recipients must consider their award size when planning work schedules. **Students cannot be paid beyond their award.** If you work past your earnings limit, the excess hours will automatically be deducted from your time sheet without notification.

TIME SHEETS THAT ARE FILLED OUT INCORRECTLY WILL NOT BE PROCESSED.
When filling out time sheets, please indicate hours worked in quarter hour increments in decimals.

<u>Payroll Period</u>		<u>Payroll Due Date</u>		<u>Corresponding Pay Date</u>	
9/2 - 9/17	(Wed)*	9/18	(Thu)	10/3	(Fri)
9/18 - 10/1	(Wed)	10/2	(Thu)	10/17	(Fri)
10/2 - 10/15	(Wed)	10/16	(Thu)	10/31	(Fri)
10/16 - 10/29	(Wed)	10/30	(Thu)	11/14	(Fri)
10/30 - 11/12	(Wed)	11/13	(Thu)	11/28	(Fri)
11/13 - 11/26	(Wed)	11/26	(Wed)**	12/12	(Fri)
11/27 - 12/10	(Wed)	12/11	(Thu)	1/9***	(Fri)
12/11 - 12/24	(Wed)	1/8	(Thu)	1/23***	(Fri)
12/25 - 1/7	(Wed)	1/8	(Thu)	1/23	(Fri)
1/8 - 1/21	(Wed)	1/22	(Thu)	2/6	(Fri)
1/22 - 2/4	(Wed)	2/5	(Thu)	2/20	(Fri)
2/5 - 2/18	(Wed)	2/19	(Thu)	3/6	(Fri)
2/19 - 3/4	(Wed)	3/5	(Thu)	3/20	(Fri)
3/5 - 3/18	(Wed)	3/19	(Thu)	4/3	(Fri)
3/19 - 4/1	(Wed)	4/2	(Thu)	4/17	(Fri)
4/2 - 4/15	(Wed)	4/16	(Thu)	5/1	(Fri)
4/16 - 4/29	(Wed)	4/30	(Thu)	5/15	(Fri)
4/30 - 5/15	(Fri)*	5/15	(Fri)****	5/29	(Fri)

Paychecks will be sent to student mailboxes. For direct deposit, please fill out a direct deposit form and submit to Career Development with voided check. Allow 2 pay periods for setup of direct deposit.

***Hours worked on 9/2 and 9/3 and 5/14 and 5/15 should be added in the right margin.**

****Due to the Thanksgiving holidays, timesheets will be due on Wednesday.**

***** Due to the winter holidays, time sheets for the 11/27 – 12/10 pay period will be paid on 1/9/09. Time sheets for both the 12/11 – 12/24 and 12/25-1/7 payroll are due on 1/8 and will be paid on 1/23/09.**

****** Friday, May 15, 2009 is the final payroll due date for the 2008-2009 academic year. Time sheets submitted on 5/15 will be paid on Friday, 5/29.**
