

PAYROLL SCHEDULE (TUE) JULY 1 – (MON) SEPT 1, 2008

Students are paid biweekly. Time sheets must be in Career Development on the “Payroll Due Date” for paychecks to be issued on the corresponding pay date. **If a time sheet is not received by the 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.**

PLEASE COMPLETE TIME SHEETS CORRECTLY. TIME SHEETS THAT ARE FILLED OUT INCORRECTLY WILL NOT BE PROCESSED.

<u>Payroll Period</u>	<u>Payroll Due Date</u>	<u>Corresponding Pay Date</u>
7/1 (Tue) - 7/9 (Wed)*	7/10 (Thu)	7/25 (Fri)
7/10 (Thu) - 7/23 (Wed)	7/24 (Thu)	8/8 (Fri)
7/24 (Thu) - 8/6 (Wed)	8/9 (Thu)	8/22 (Fri)
8/7 (Thu) - 8/20 (Wed)	8/21 (Thu)	9/5 (Fri)
8/21 (Thu) - 9/1 (Mon) *	9/2** (Tues)	9/19 (Fri)

*Shorter pay periods due to beginning of fiscal year and end of summer.
** The 8/21 – 9/1 payroll period is the last payroll period for the Summer of 2008. Time sheets for the pay period ending 9/1 are DUE on TUE 9/2.

PLEASE NOTE: THE LAST DATE FOR THE JULY/AUGUST PAYROLL IS MONDAY, SEPTEMBER 1, 2008. YOUR FINAL SUMMER TIME SHEETS MUST BE SUBMITTED TO CAREER DEVELOPMENT BY TUESDAY, 9/2/08.

- Please remember that in order to be paid, each student must complete a contract, W-4 form, and an I-9 (employment eligibility) form before the first work date.
- During the summer, students may work up to 8 hours per day, 40 hours per week. If working 6 or more continuous hours, an employee is required to take at least a half-hour unpaid break. Social Security and Medicare taxes (FICA) are withheld from summer paychecks.
- Summer paychecks will be held at the Bursar window for distribution. If they are not picked up, they will be mailed to permanent addresses at a later date. It is highly recommended that students use the direct deposit process. Forms are available in Career Development.
- Stipend memos for summer payment must follow the payroll due dates and pay dates indicated above. Please visit <http://www.barnard.edu/ocd/employers/forms.htm> for stipend memo guidelines.