

PAYROLL SCHEDULE (SAT) MAY 17 – (SAT) JUNE 30, 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>
5/17 (Sat) - 5/28 (Wed)	5/29* (Thu)	6/13 (Fri)
5/29 (Thu) - 6/11 (Wed)	6/12 (Thu)	6/27 (Fri)
6/12 (Thu) - 6/25 (Wed)	6/30 (Mon)	7/11 (Fri)
6/26 (Thu) - 6/30** (Mon)	6/30** (Mon)	7/11 (Fri)

*The first and last payroll periods for the May/June session, 5/17-5/28 and 6/26-6/30, are abbreviated pay periods. Please complete these timesheets corresponding exactly to the pay periods.

** The 6/26 – 6/30 payroll period is the last payroll period for the 2007-2008 fiscal year. Any hours worked after 6/30 should be placed on the next pay period of 7/1 – 7/9.

PLEASE NOTE: ALL TIME SHEETS FOR THE 2007-2008 FISCAL YEAR (ENDING JUNE 30, 2008) MUST BE SUBMITTED BY MONDAY, JUNE 30, 2008. ANY TIME SHEETS RECEIVED AFTER JUNE 30th MUST BE POSTED TO THE 2008-2009 FISCAL YEAR.

- 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.