

**2022 – 2023**  
**STUDENT PAYROLL SCHEDULE**

Week	Pay Period	Due Date	Pay Date
39	Aug. 28 – Sept. 10	Monday, Sept. 12	Wednesday Sept. 21
41	Sept. 11 – Sept. 24	Monday, Sept. 26	Wednesday Oct. 5
43	Sept. 25 – Oct. 8	Friday, Oct. 7 *Indigenous People's Day	Wednesday Oct. 19
45	Oct. 9 – Oct. 22	Monday, Oct. 24	Wednesday Nov. 2
47	Oct. 23 – Nov. 5	Monday, Nov. 7	Wednesday Nov. 16
49	Nov. 6 – Nov. 19	Monday, Nov. 21	Wednesday Nov. 30
51	Nov. 20 – Dec. 3	Monday, Dec. 5	Wednesday Dec. 14
1	Dec. 4 – Dec. 17	Monday, Dec. 19	Wednesday Dec. 28
3	Dec. 18 – Dec. 31	Tuesday, Jan. 3 *New Years	Wednesday Jan. 11
5	Jan. 1 – Jan. 14	Friday, Jan. 13 *MLK	Wednesday Jan. 25
7	Jan. 15 – Jan. 28	Monday, Jan. 30	Wednesday Feb. 8
9	Jan. 29 – Feb. 11	Monday, Feb. 13	Wednesday Feb. 22
11	Feb. 12 – Feb. 25	Monday, Feb. 27	Wednesday Mar. 8
13	Feb. 26 – Mar. 11	Monday, Mar. 13	Wednesday Mar. 22
15	Mar. 12 – Mar. 25	Monday, Mar. 27	Wednesday April 5
17	Mar. 26 – Apr. 8	Thursday, April 6 *Easter	Wednesday April 19
19	Apr. 9 – April 22	Monday, April 24	Wednesday May 3
21	Apr. 23 – May 6	Monday, May 8	Wednesday May 17

**Intersemester** \*must save hours for FWS/HEOP/DWP workers to use from Fall aid\*

**TIMESHEET PROCESS:** Student Assistant PDF timesheets, Daemen Work Program (DWP) PDF timesheets, and Federal Work Study (FWS) PDF timesheets must be completed by the student worker and **emailed to their supervisor for corrections and approval.** Supervisors must email the PDF timesheets to Bianca Gowanny ([bgowanny@daemen.edu](mailto:bgowanny@daemen.edu)) & Samantha Maiarana ([smaiaran@daemen.edu](mailto:smaiaran@daemen.edu)) in the Office of Employee Engagement (DS 126) **by noon on the stated due day.**

If a holiday falls on the day timesheets are due or that following Monday, time sheets will be due prior. \*All fillable PDF timesheets can be found online under Student Employment online.

\*Watch for emails sent out on the students-announce list serve for early due dates because of university and/or bank holidays **NOT already indicated** on the payroll schedule.

According to ACA, Paid Family Leave Act and Daemen University's policy on part time employees, **all student workers must not exceed 19 hours in a given work week** throughout the entire academic year, even if working in multiple offices.

- Traditional FWS is limited to a maximum of 10 hours per week.
- HEOP FWS is limited to a maximum of 4.5 hours per week.
- DWP is limited to a maximum of 6 hours per week.
- FWS/HEOP/DWP Aid is for the **academic** year only, and if students are asked to work on breaks/over intersemester, supervisors must **SAVE** hours from the Fall semester to use. Spring aid will not be open to use until the **Spring semester begins.**

Employees working over 6 hours per day, BY LAW, must take at least a half hour lunch. You must **SHOW** this break on the timesheets.

**Supervisors are responsible for ensuring timesheets are accurate, and totaled before signing and turning them in for payroll processing!**