

2023 – 2024
STUDENT PAYROLL SCHEDULE

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

NEW 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 Eden Wagner (ewagner@daemen.edu) in the Office of Employee Engagement (Alumni House) 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.

*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 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 5 hours per week.
- DWP is limited to a maximum of 6 hours per week.

Employees working over 6 hours per day, BY LAW, must take at least a half hour lunch.

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