

**Summer 2023
STUDENT PAYROLL SCHEDULE**

Week	Pay Period	Due Date	Pay Date
23	May 7 – May 20	Monday, May 22	Wednesday May 31
25	May 21 – June 3	Monday, June 5	Wednesday June 14
27	June 4 – June 17	Friday, June 16 *Juneteenth	Wednesday June 28
29	June 18 – July 1	Monday, July 3	Wednesday July 12
31	July 2 – July 15	Monday, July 17	Wednesday July 26
33	July 16 – July 29	Monday, July 31	Wednesday August 9
35	July 30 – August 12	Monday, August 14	Wednesday August 23
37	August 13 – August 26	Monday, August 28	Wednesday September 6

NEW PROCESS: Summer Student Assistant PDF timesheets and Summer Daemen Work Program (DWP) 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.

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!