

**2020 – 2021
STUDENT PAYROLL SCHEDULE**

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

NEW PROCESS FOR 2020-2021: 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) & Samantha Maiarana (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.

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

According to ACA, Paid Family Leave Act and Daemen College’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!