**2024 – 2025**

**STUDENT PAYROLL SCHEDULE**

| **Week** | **Pay Period** | **Due Date** | **Pay Date** |
| --- | --- | --- | --- |
| 39 | Aug. 25 – Sept. 7 | Monday, Sept. 9 | Wednesday Sept. 18 |
| 41 | Sept. 8 – Sept. 21 | Monday, Sept. 23 | Wednesday Oct. 2 |
| 43 | Sept. 22 – Oct. 5 | Friday, Oct. 4  \**for Indigenous Peoples’ Day* | Wednesday Oct. 16  \**approve early Fri. Oct. 11* |
| 45 | Oct. 6 – Oct. 19 | Monday, Oct.21 | Wednesday Oct. 30 |
| 47 | Oct. 20 – Nov. 2 | Friday, Nov. 1  \**for Veteran’s Day Holiday* | Wednesday Nov. 13  \**approve early Fri. Nov. 8* |
| 49 | Nov. 3 – Nov. 16 | Monday, Nov. 18 | Wednesday Nov. 27 |
| 51 | Nov. 17 – Nov. 30 | Monday, Dec. 2 | Wednesday Dec. 11 |
| 1 | Dec. 1 – Dec. 14 | Friday, Dec. 13  \**For Christmas Holiday* | Tuesday Dec. 24  \**approve early Fri. Dec. 20* |
| 3 | Dec. 15 – Dec. 28 | Monday, Dec. 30 | Wednesday Jan. 8 |
| 5 | Dec. 29 – Jan. 11 | Friday, Jan. 10  \**For MLK Day Holiday* | Wednesday Jan. 22  \**approve early Fri. Jan. 17* |
| 7 | Jan. 12– Jan.25 | Monday, Jan. 27 | Wednesday Feb. 5 |
| 9 | Jan. 26– Feb. 8 | Friday, Feb. 7  \**For Presidents’ Day Holiday* | Wednesday Feb. 19  \**approve early Fri. Feb. 14* |
| 11 | Feb. 9 – Feb. 22 | Monday, Feb. 24 | Wednesday Mar. 5 |
| 13 | Feb. 23– Mar. 8 | Monday, Mar. 10 | Wednesday Mar. 19 |
| 15 | Mar. 9– Mar. 22 | Monday, Mar. 24 | Wednesday April 2 |
| 17 | Mar. 23– Apr. 5 | Monday, April 7 | Wednesday April 16 |
| 19 | Apr. 6– Apr. 19 | Monday, April 21 | Wednesday April 30 |
| 21 | Apr. 20– May 3 | Monday, May 5 | Wednesday May 14 |

**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 via the HR email (**[**hr@damen.edu**](mailto:hr@damen.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 as they 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 4 hours per week.
* DWP is limited to a maximum of hours 5 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!**