

**Summer 2024
STUDENT PAYROLL SCHEDULE**

Week	Pay Period	Due Date	Pay Date
23	May 5 – May 18	Friday, May 17 <i>*for Memorial Day Holiday</i>	Wednesday May 29
25	May 19 – June 1	Monday, June 3	Wednesday June 12
27	June 2 – June 15	Monday, June 17	Wednesday June 26
29	June 16 – June 29	Monday, July 1	Wednesday July 10
31	June 30 – July 13	Monday, July 15	Wednesday July 24
33	July 14 – July 27	Monday, July 29	Wednesday August 7
35	July 28 – August 10	Monday, August 12	Wednesday August 21
37	August 11 – August 24	Friday, August 30 <i>*for Labor Day Holiday</i>	Wednesday September 4

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 (hr@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 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.

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!