

**COLLEGE WORK STUDY PAYROLL
APPOINTMENT AND HOURLY TIME SHEET SCHEDULE 2018-2019**

PAY PERIOD EFFECTIVE DATES		APPOINTMENTS DUE	TIME SHEETS DUE	CHECK DATE
11/1/2018	11/14/2018	11/08/2018*	11/15/2018*	12/6/2018
11/15/2018	11/28/2018	11/23/2018	11/30/2018	12/20/2018
11/29/2018	12/12/2018	12/7/2018	12/14/2018	1/3/2019
12/13/2018	12/26/2018	12/20/2018*	12/27/2018*	1/17/2019
12/27/2018	1/9/2019	1/4/2019	1/11/2019	1/31/2019
1/10/2019	1/23/2019	1/18/2019	1/25/2019	2/14/2019
1/24/2019	2/6/2019	2/1/2019	2/8/2019	2/28/2019
2/7/2019	2/20/2019	2/15/2019	2/22/2019	3/14/2019
2/21/2019	3/6/2019	3/1/2019	3/8/2019	3/28/2019
3/7/2019	3/20/2019	3/15/2019	3/22/2019	4/11/2019
3/21/2019	4/3/2019	3/29/2019	4/5/2019	4/25/2019
4/4/2019	4/17/2019	4/12/2019	4/19/2019	5/9/2019
4/18/2019	5/1/2019	4/26/2019	5/3/2019	5/23/2019
5/2/2019	5/15/2019	5/10/2019	5/17/2019	6/6/2019
5/16/2019	5/29/2019	5/24/2019	5/31/2019	6/20/2019
5/30/2019	6/12/2019	6/7/2019	6/14/2019	7/3/2019
6/13/2019	6/26/2019	6/21/2019	6/27/2019*	7/18/2019
6/27/2019	7/10/2019	7/5/2019	7/12/2019	8/1/2019
7/11/2019	7/24/2019	7/19/2019	7/25/2019*	8/15/2019
7/25/2019	8/7/2019	8/2/2019	8/9/2019	8/29/2019
8/8/2019	8/21/2019	8/16/2019	8/23/2019	9/12/2019
8/22/2019	9/4/2019	8/29/2019*	9/6/2019	9/26/2019
9/5/2019	9/18/2019	9/13/2019	9/20/2019	10/10/2019
9/19/2019	10/2/2019	9/27/2019	10/4/2019	10/24/2019
10/3/2019	10/16/2019	10/11/2019	10/18/2019	11/7/2019
10/17/2019	10/30/2019	10/25/2019	11/1/2019	11/21/2019
10/31/2019	11/13/2019	11/8/2019	11/15/2019	12/5/2019
11/14/2019	11/27/2019	11/22/2019	11/29/2019	12/19/2019

*** please note these dates must be strongly adhered to because of early submission requirements by the NYS Comptroller's Office.**