

**STUDENT ASSISTANT PAYROLL  
APPOINTMENT AND HOURLY TIME SHEET SCHEDULE 2021**

PAY PERIOD EFFECTIVE DATES		APPOINTMENTS DUE	TIME SHEETS DUE	CHECK DATE
12/24/2020	1/6/2021	12/31/2020*	1/7/2021*	1/28/2021
1/7/2021	1/20/2021	1/15/2021	1/22/2021	2/11/2021
1/21/2021	2/3/2021	1/28/2021*	2/4/2021*	2/25/2021
2/4/2021	2/17/2021	2/12/2021	2/19/2021	3/11/2021
2/18/2021	3/3/2021	2/26/2021	3/5/2021	3/25/2021
3/4/2021	3/17/2021	3/12/2021	3/19/2021	4/8/2021
3/18/2021	3/31/2021	3/26/2021	4/2/2021	4/22/2021
4/1/2021	4/14/2021	4/9/2021	4/16/2021	5/6/2021
4/15/2021	4/28/2021	4/23/2021	4/30/2021	5/20/2021
4/29/2021	5/12/2021	5/7/2021	5/14/2021	6/3/2021
5/13/2021	5/26/2021	5/21/2021	5/27/2021*	6/17/2021
5/27/2021	6/9/2021	6/4/2021	6/11/2021	7/1/2021
6/10/2021	6/23/2021	6/18/2021	6/25/2021	7/15/2021
6/24/2021	7/7/2021	7/2/2021	7/9/2021	7/29/2021
7/8/2021	7/21/2021	7/16/2021	7/23/2021	8/12/2021
7/22/2021	8/4/2021	7/30/2021	8/6/2021	8/26/2021
8/5/2021	8/18/2021	8/13/2021	8/20/2021	9/9/2021
8/19/2021	9/1/2021	8/27/2021	9/2/2021*	9/23/2021
9/2/2021	9/15/2021	9/10/2021	9/17/2021	10/7/2021
9/16/2021	9/29/2021	9/24/2021	10/1/2021	10/21/2021
9/30/2021	10/13/2021	10/8/2021	10/15/2021	11/4/2021
10/14/2021	10/27/2021	10/22/2021	10/28/2021*	11/18/2021
10/28/2021	11/10/2021	11/5/2021	11/12/2021	12/2/2021
11/11/2021	11/24/2021	11/19/2021	11/26/2021	12/16/2021
11/25/2021	12/8/2021	12/3/2021	12/10/2021	12/30/2021
12/9/2021	12/22/2021	12/16/2021*	12/23/2021*	1/13/2022
12/23/2021	1/5/2022	12/31/2021	1/7/2022	1/27/2022
1/6/2022	1/19/2022	1/13/2022*	1/21/2022	2/10/2022

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