

**STUDENT ASSISTANT PAYROLL
APPOINTMENT AND HOURLY TIME SHEET SCHEDULE 2017-2018**

PAY PERIOD EFFECTIVE DATES		APPOINTMENTS DUE	TIME SHEETS DUE	CHECK DATE
11/2/2017	11/15/2017	11/10/2017	11/16/2017*	12/7/2017
11/16/2017	11/29/2017	11/24/2017	12/1/2017	12/21/2017
11/30/2017	12/13/2017	12/8/2017	12/15/2017	1/4/2018
12/14/2017	12/27/2017	12/21/2017*	12/29/2017	1/18/2018
12/28/2017	1/10/2018	1/5/2018	1/11/2018*	2/1/2018
1/11/2018	1/24/2018	1/19/2018	1/26/2018	2/15/2018
1/25/2018	2/7/2018	2/2/2018	2/8/2018*	3/1/2018
2/8/2018	2/21/2018	2/16/2018	2/23/2018	3/15/2018
2/22/2018	3/7/2018	3/2/2018	3/9/2018	3/29/2018
3/8/2018	3/21/2018	3/16/2018	3/23/2018	4/12/2018
3/22/2018	4/4/2018	3/30/2018	4/6/2018	4/26/2018
4/5/2018	4/18/2018	4/13/2018	4/20/2018	5/10/2018
4/19/2018	5/2/2018	4/27/2018	5/4/2018	5/24/2018
5/3/2018	5/16/2018	5/11/2018	5/18/2018	6/7/2018
5/17/2018	5/30/2018	5/25/2018	6/1/2018	6/21/2018
5/31/2018	6/13/2018	6/8/2018	6/15/2018	7/5/2018
6/14/2018	6/27/2018	6/22/2018	6/28/2018*	7/19/2018
6/28/2018	7/11/2018	7/6/2018	7/13/2018	8/2/2018
7/12/2018	7/25/2018	7/20/2018	7/27/2018	8/16/2018
7/26/2018	8/8/2018	8/3/2018	8/10/2018	8/30/2018
8/9/2018	8/22/2018	8/17/2018	8/24/2018	9/13/2018
8/23/2018	9/5/2018	8/30/2018*	9/7/2018	9/27/2018
9/6/2018	9/19/2018	9/14/2018	9/21/2018	10/11/2018
9/20/2018	10/3/2018	9/28/2018	10/04/2018*	10/25/2018
10/4/2018	10/17/2018	10/12/2018	10/19/2018	11/8/2018
10/18/2018	10/31/2018	10/26/2018	11/2/2018	11/22/2018
11/1/2018	11/14/2018	11/9/2018	11/15/2018*	12/6/2018

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