

# SUNYUlster

## Ulster County Community College

Stone Ridge, NY 12484

### Student Worker Payroll Periods for Fall 2015 – Spring 2016 – Summer 2016

Checks are to be picked up in the accounting office from 9 a.m. to 12 p.m. on Fridays according to the Pay Schedule. **New students will receive their first check up to four weeks after they begin working depending on their start date.** Time sheets should be checked and signed by the person supervising the work and sent to the Financial Aid office as soon as possible but **NO LATER THAN THE DUE DATE LISTED BELOW.** **\*Late time sheets are processed for the next payroll period.**

Make sure time sheets have the supervisor's signature, student signature, student information, calculated hours worked, payroll budget number (i.e.: 100-410-6131-40), correct dates and time. Students are required by law to take a half hour break if working more than 6 hours. The break should be at the midpoint of the hours scheduled.

#### FALL 2015

Payroll Period	Time Sheet Deadline	Pay Schedule
Aug. 31 - Sept. 11	Tuesday, Sept. 15	Friday, Sept. 25
Sept. 14 – Sept. 25	Tuesday, Sept. 29	Friday, Oct. 9
Sept. 28 – Oct. 9	Tuesday, Oct. 13	Friday, Oct. 23
Oct. 12 – Oct. 23	Tuesday, Oct. 27	Friday, Nov. 6
Oct. 26 – Nov. 6	Tuesday, Nov. 10	Friday, Nov. 20
Nov. 9 – Nov. 20	Tuesday, Nov. 24	Friday, Dec. 4
Nov. 23 – Dec. 4	Tuesday, Dec. 8	Friday, Dec. 18
Dec. 7 – Dec. 18	Tuesday, Dec. 22	Thursday, Dec. 31
Dec. 21 – Jan. 1	Tuesday, Jan. 5	Friday, Jan. 15
Payroll Period	SPRING 2016 Time Sheet Deadline	Pay Schedule
Jan. 4 – Jan. 15	Tuesday, Jan. 19	Friday, Jan. 29
Jan. 18 – Jan. 29	Tuesday, Feb. 2	Friday, Feb. 12
Feb. 1 – Feb. 12	Tuesday, Feb. 16	Friday, Feb. 26
Feb. 15 – Feb. 26	Tuesday, March 1	Friday, March 11
Feb. 29 – March 11	Tuesday, March 15	Friday, March 25
March 14 – March 25	Tuesday, March 29	Friday, April 8
March 28 – April 8	Tuesday, April 12	Friday, April 22
April 11 – April 22	Tuesday, April 26	Friday May 6
April 25 – May 13	Tuesday, May 17	Friday, May 27
May 16 – May 27	Tuesday, May 31	Thursday, June 9
May 30 – June 10	Tuesday, June 14	Thursday, June 23