

## 2021-2022 Student Pay Period Schedule

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| <p><b>PLEASE NOTE:</b><br/> <b>Pay Periods Begin on Friday and End on Thursday</b><br/> <b>Time Sheets due by 5:00 pm on the Submission Due Dates Below</b></p> |
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| Pay # | Start Date         | End Date           | Submission Due Date | Check Date         | Special Notes                          |
|-------|--------------------|--------------------|---------------------|--------------------|--|
| SS19  | August 27, 2021    | September 9, 2021  | September 10, 2021  | September 24, 2021 | <b>Work Study (WS) Begins</b>          |
| SS20  | September 10, 2021 | September 23, 2021 | September 24, 2021  | October 8, 2021    |  |
| SS21  | September 24, 2021 | October 7, 2021    | October 8, 2021     | October 22, 2021   |  |
| SS22  | October 8, 2021    | October 21, 2021   | October 22, 2021    | November 5, 2021   |  |
| SS23  | October 22, 2021   | November 4, 2021   | November 5, 2021    | November 19, 2021  |  |
| SS24  | November 5, 2021   | November 18, 2021  | November 19, 2021   | December 3, 2021   |  |
| SS25  | November 19, 2021  | December 2, 2021   | December 3, 2021    | December 17, 2021  |  |
| SS26  | December 3, 2021   | December 16, 2021  | December 17, 2021   | December 31, 2021  |  |
| SS1   | December 17, 2021  | December 30, 2021  | December 31, 2021   | January 14, 2022   | <b>WS Not in Effect (Intersession)</b> |
| SS2   | December 31, 2021  | January 13, 2022   | January 14, 2022    | January 28, 2022   | <b>WS Not in Effect (Intersession)</b> |
| SS3   | January 14, 2022   | January 27, 2022   | January 28, 2022    | February 11, 2022  | <b>WS Not in Effect (Intersession)</b> |
| SS4   | January 28, 2022   | February 10, 2022  | February 11, 2022   | February 25, 2022  | <b>Work Study (WS) Begins</b>          |
| SS5   | February 11, 2022  | February 24, 2022  | February 25, 2022   | March 11, 2022     |  |
| SS6   | February 25, 2022  | March 10, 2022     | March 11, 2022      | March 25, 2022     |  |
| SS7   | March 11, 2022     | March 24, 2022     | March 25, 2022      | April 8, 2022      |  |
| SS8   | March 25, 2022     | April 7, 2022      | April 8, 2022       | April 22, 2022     |  |
| SS9   | April 8, 2022      | April 21, 2022     | April 22, 2022      | May 6, 2022        |  |
| SS10  | April 22, 2022     | May 5, 2022        | May 6, 2022         | May 20, 2022       |  |
| SS11  | May 6, 2022        | May 19, 2022       | May 20, 2022        | June 3, 2022       | <b>Last WS Pay Period</b>              |
| SS12  | May 20, 2022       | June 2, 2022       | June 3, 2022        | June 17, 2022      | <b>Summer Rates Begin/No WS</b>        |
| SS13  | June 3, 2022       | June 16, 2022      | June 17, 2022       | July 1, 2022       | <b>Summer Rates/No WS</b>              |
| SS14  | June 17, 2022      | June 30, 2022      | July 1, 2022        | July 15, 2022      | <b>Summer Rates/No WS</b>              |

| Pay #   | Start Date      | End Date        | Submission Due Date  | Check Date        | Special Notes      |
|---|-----------------|-----------------|--|-------------------|--------------------|
| SS15  | July 1, 2022    | July 14, 2022   | July 15, 2022  | July 29, 2022     | Summer Rates/No WS |
| SS16  | July 15, 2022   | July 28, 2022   | July 29, 2022  | August 12, 2022   | Summer Rates/No WS |
| SS17  | July 29, 2022   | August 11, 2022 | August 12, 2022  | August 26, 2022   | Summer Rates/No WS |
| SS18  | August 12, 2022 | August 25, 2022 | August 26, 2022  | September 9, 2022 | Summer Rates/No WS |
| <b><u>Please Note:</u></b>  |                 |                 |  |                   |                    |
| Self-Calculating Student Time Sheet Available at: <a href="http://www.bard.edu/payroll/students/">http://www.bard.edu/payroll/students/</a><br><b>(Electronic Submission of Time Sheets is Preferred for Tracking Purposes)</b> |                 |                 |  |                   |                    |
| <b>PREFERRED TIME SHEET SUBMISSION IS THROUGH SSB (Self Service Banner)</b>   |                 |                 |  |                   |                    |
| <b>Contact Carol Hosier for the details to get started!! <a href="mailto:hosier@bard.edu">hosier@bard.edu</a>, or 845-752-4796</b>  |                 |                 |  |                   |                    |
| <b>Students cannot begin working until New Hire Paperwork has been completed!</b>   |                 |                 |  |                   |                    |
| <b>26 Hour Maximum Per 2-Week Pay Period ~ 2 Job Maximum per Student</b>  |                 |                 |  |                   |                    |
| <b>Current Minimum Wage \$12.50/Hr</b>  |                 |                 |  |                   |                    |
| <b>Be sure all required information is on time sheet BEFORE approving it for payment!</b>   |                 |                 |  |                   |                    |
| <b>(Student's Legal Name, Bard ID#, Account #, Special Rate (if any), Supervisor's Contact Info etc)</b>  |                 |                 |  |                   |                    |
| <b>Special Rates MUST be indicated on all time sheets or Minimum Wage is paid!</b>  |                 |                 |  |                   |                    |
| <b>Use Legal Names Only on All Time Sheets (No Nicknames etc)</b>   |                 |                 |  |                   |                    |
| <b>Student Payroll Questions Contact:</b>   |                 |                 | <b>Student Employment Questions Contact:</b>                 |                   |                    |
| <b>Abby Arsenault ~ Payroll Manager</b>   |                 |                 | <b>Carol Hosier ~ Student Employment Coordinator</b>         |                   |                    |
| <b>Email: <a href="mailto:studentpayroll@bard.edu">studentpayroll@bard.edu</a></b>  |                 |                 | <b>Email: <a href="mailto:seo@bard.edu">seo@bard.edu</a></b> |                   |                    |
| <b>Physical Plant Bldg. ~ Room 212</b>  |                 |                 | <b>Physical Plant Bldg. ~ 1st Floor</b>                      |                   |                    |