



# Beyond Barnard

BARNARD COLLEGE

## Academic Year 24/25 Payroll Schedule

Students are paid biweekly. Hours must be entered and approved in Workday by the due dates listed below for paychecks to be issued on the corresponding pay date. **If hours are not submitted by the due date, a paycheck may not be issued until the following pay date.**

Payroll Period	Student Due Date	Supervisor Due Date	Pay Date
09/05 (Thu) – 09/18 (Wed)	09/18 (Wed)	09/19 (Thu)	09/27 (Fri)
09/19 (Thu) – 10/02 (Wed)	10/02 (Wed)	10/03 (Thu)	10/11 (Fri)
10/03 (Thu) – 10/16 (Wed)	10/16 (Wed)	10/17 (Thu)	10/25 (Fri)
10/17 (Thu) – 10/30 (Wed)	10/30 (Wed)	10/31 (Thu)	11/08 (Fri)
10/31 (Thu) – 11/13 (Wed)	11/13 (Wed)	11/14 (Thu)	11/22 (Fri)
11/14 (Thu) – 11/27 (Wed)	11/27 (Wed)	11/28 (Thu)	12/06 (Fri)
11/28 (Thu) – 12/11 (Wed)	12/11 (Wed)	12/13 (Thu)	12/20 (Fri)
12/12 (Thu) – 12/25 (Wed)**	12/25 (Wed)	12/26 (Thu)	01/17 (Fri)*
12/26 (Thu) – 01/08 (Wed)	01/08 (Wed)	01/09 (Thu)	01/17 (Fri)
01/09 (Thu) – 01/22 (Wed)	01/22 (Wed)	01/23 (Thu)	01/31 (Fri)
01/23 (Thu) – 02/05 (Wed)	02/05 (Wed)	02/06 (Thu)	02/14 (Fri)
02/06 (Thu) – 02/19 (Wed)	02/19 (Wed)	02/20 (Thu)	02/28 (Fri)
02/20 (Thu) – 03/05 (Wed)	03/05 (Wed)	03/06 (Thu)	03/14 (Fri)
03/06 (Thu) – 03/19 (Wed)	03/19 (Wed)	03/20 (Thu)	03/28 (Fri)
03/20 (Thu) – 04/02 (Wed)	04/02 (Wed)	04/03 (Thu)	04/11 (Fri)
04/03 (Thu) – 04/16 (Wed)	04/16 (Wed)	04/17 (Thu)	04/25 (Fri)
04/17 (Thu) – 04/30 (Wed)	04/30 (Wed)	05/01 (Thu)	05/09 (Fri)
05/01 (Thu) – 05/14 (Wed)	05/14 (Wed)	05/15 (Thu)	05/23 (Fri)

\* The normal pay date for this period is during break. This period will pay on the following pay date (01/17).

\*\* This pay period is not a two-week period.

- Please remember that in order to be paid; each student must have an [updated I-9](#), [W-4](#), and [WTPA](#) form on file in Workday before their first work date.
- During the academic year, students may work up to **15 hours per week**. If working 6 or more continuous hours, an employee is required to take at least a half-hour break.
- It is **highly recommended** that students sign up for [direct deposit](#).