



## Summer 2022 Payroll Schedule

Students are paid biweekly. Hours must be entered and approved on BarnardWorks 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
05/13 (Fri) – 05/18 (Wed)*	05/18 (Wed)	05/19 (Thu)	05/27 (Fri)
05/19 (Thu) – 06/01 (Wed)	06/01 (Wed)	06/02 (Thu)	06/10 (Fri)
06/02 (Thu) – 06/15 (Wed)	06/15 (Wed)	06/16 (Thu)	06/24 (Fri)
06/16 (Thu) – 06/29 (Wed)	06/29 (Wed)	06/30 (Thu)	07/08 (Fri)
06/30 (Thu) – 07/13 (Wed)	07/13 (Wed)	07/14 (Thu)	07/22 (Fri)
07/14 (Thu) – 07/27 (Wed)	07/27 (Wed)	07/28 (Thu)	08/05 (Fri)
07/28 (Thu) – 08/10 (Wed)	08/10 (Wed)	08/11 (Thu)	08/19 (Fri)
08/11 (Thu) – 09/05 (Mon)*	09/07 (Wed)	09/08 (Thu)	09/16 (Fri)

\* 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 before their first work date.
- During the academic year, students may work up to **15 hours per week**. When school is not in session, students can work up to 35 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.