

**Human Resources**  
**State Student Assistant and College Workstudy Payroll Calendar**  
**Due Dates for 2020-2021**

**ALL student assistants & federal college work students should use the online Time & Attendance System for timesheet submission.**

<u>Period No.</u>	<u>From</u>	<u>Period</u>	<u>To</u>	<u>Personnel Transaction Form (ePTF) Due Dates</u>	<u>HRS Payroll Processing Transaction Due Dates</u>	<u>Online Timesheets Due</u>	<u>Paycheck Distributed</u>
1	3/19/2020	-	4/1/2020	Thursday 3/26/2020	Friday 3/27/2020	Thursday 4/2/2020	4/23/2020
2	4/2/2020	-	4/15/2020	Thursday 4/9/2020	Friday 4/10/2020	Thursday 4/16/2020	5/7/2020
3	4/16/2020	-	4/29/2020	Thursday 4/23/2020	Friday 4/24/2020	Thursday 4/30/2020	5/21/2020
4	4/30/2020	-	5/13/2020	Thursday 5/7/2020	Friday 5/8/2020	Thursday 5/14/2020	6/4/2020
5	5/14/2020	-	5/27/2020	Thursday 5/21/2020	Friday 5/22/2020	Thursday 5/28/2020	6/18/2020
6	5/28/2020	-	6/10/2020	Thursday 6/4/2020	Friday 6/5/2020	Thursday 6/11/2020	7/2/2020
7	6/11/2020	-	6/24/2020	Thursday 6/18/2020	Friday 6/19/2020	Thursday 6/25/2020	7/16/2020
8	6/25/2020	-	7/8/2020	Thursday 7/2/2020	Friday 7/3/2020	Thursday 7/9/2020	7/30/2020
9	7/9/2020	-	7/22/2020	Thursday 7/16/2020	Friday 7/17/2020	Thursday 7/23/2020	8/13/2020
10	7/23/2020	-	8/5/2020	Thursday 7/30/2020	Friday 7/31/2020	Thursday 8/6/2020	8/27/2020
11	8/6/2020	-	8/19/2020	Thursday 8/13/2020	Friday 8/14/2020	Thursday 8/20/2020	9/10/2020
12	8/20/2020	-	9/2/2020	Thursday 8/27/2020	Friday 8/28/2020	Thursday 9/3/2020	9/24/2020
13	9/3/2020	-	9/16/2020	Thursday 9/10/2020	Friday 9/11/2020	Thursday 9/17/2020	10/8/2020
14	9/17/2020	-	9/30/2020	Thursday 9/24/2020	Friday 9/25/2020	Thursday 10/1/2020	10/22/2020
15	10/1/2020	-	10/14/2020	Thursday 10/8/2020	Friday 10/9/2020	Thursday 10/15/2020	11/5/2020
16	10/15/2020	-	10/28/2020	Thursday 10/22/2020	Friday 10/23/2020	Thursday 10/29/2020	11/19/2020
17	10/29/2020	-	11/11/2020	Thursday 11/5/2020	Friday 11/6/2020	Thursday 11/12/2020	12/3/2020
18	11/12/2020	-	11/25/2020	Thursday 11/19/2020	Friday 11/20/2020	Thursday 11/26/2020	12/17/2020
19	11/26/2020	-	12/9/2020	Thursday 12/3/2020	Friday 12/4/2020	Thursday 12/10/2020	12/31/2020
20	12/10/2020	-	12/23/2020	Thursday 12/17/2020	Friday 12/18/2020	Thursday 12/24/2020	1/14/2021
21	12/24/2020	-	1/6/2021	Thursday 12/31/2020	Friday 1/1/2021	Thursday 1/7/2021	1/28/2021
22	1/7/2021	-	1/20/2021	Thursday 1/14/2021	Friday 1/15/2021	Thursday 1/21/2021	2/11/2021
23	1/21/2021	-	2/3/2021	Thursday 1/28/2021	Friday 1/29/2021	Thursday 2/4/2021	2/25/2021
24	2/4/2021	-	2/17/2021	Thursday 2/11/2021	Friday 2/12/2021	Thursday 2/18/2021	3/11/2021
25	2/18/2021	-	3/3/2021	Thursday 2/25/2021	Friday 2/26/2021	Thursday 3/4/2021	3/25/2021
26	3/4/2021	-	3/17/2021	Thursday 3/11/2021	Friday 3/12/2021	Thursday 3/18/2021	4/8/2021

**Notes:**

- 1 Electronic Personnel Transaction Forms (ePTFs) must be received by the due date indicated above.
- 2 It is necessary to process rate changes and account number changes via an ePTF.
- 3 Standard Maximum Work Hours:  
 Student Assistant: 20 hours/week  
 College Work Study: 12 hours/week
- 4 **Whenever possible, rate changes and account number changes should carry an effective date coinciding with the beginning date of the payroll period.** If hourly rates or account numbers are changed in the middle of a pay period, separate timesheets reflecting old and new information (rate and account number) must be submitted.
- 5 Supervisor changes should be requested via the following link:  
<http://www.buffalo.edu/administrative-services/forms-catalog/hr/supervisor-change-request-for-state-employees.html>
- 6 College Work Study Students:  
 Starting day for the fall semester is 08/31/20 (first day of classes), and the award end date is 06/30/21.  
 \*Last work day for graduating students (Fall 2020 Semester) is 02/01/21  
 \*Last work day for graduating students (Spring 2021 Semester) is 06/15/21.