

Human Resources
State Student Assistant and College Workstudy Payroll Calendar
Due Dates for 2019-20

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

Period No.	From	Period To	Personnel Transaction Form (ePTF) Due Dates	HRS Payroll Processing Transaction Due Dates	Online Timesheets Due	Paycheck Distributed
1	3/21/2019	- 4/3/2019	Thursday 3/28/2019	Friday 3/29/2019	Thursday 4/4/2019	4/25/2019
2	4/4/2019	- 4/17/2019	Thursday 4/11/2019	Friday 4/12/2019	Thursday 4/18/2019	5/9/2019
3	4/18/2019	- 5/1/2019	Thursday 4/25/2019	Friday 4/26/2019	Thursday 5/2/2019	5/23/2019
4	5/2/2019	- 5/15/2019	Thursday 5/9/2019	Friday 5/10/2019	Thursday 5/16/2019	6/6/2019
5	5/16/2019	- 5/29/2019	Thursday 5/23/2019	Friday 5/24/2019	Thursday 5/30/2019	6/20/2019
6	5/30/2019	- 6/12/2019	Thursday 6/6/2019	Friday 6/7/2019	Thursday 6/13/2019	7/4/2019
7	6/13/2019	- 6/26/2019	Thursday 6/20/2019	Friday 6/21/2019	Thursday 6/27/2019	7/18/2019
8	6/27/2019	- 7/10/2019	Wednesday 7/3/2019	Friday 7/5/2019	Thursday 7/11/2019	8/1/2019
9	7/11/2019	- 7/24/2019	Thursday 7/18/2019	Friday 7/19/2019	Thursday 7/25/2019	8/15/2019
10	7/25/2019	- 8/7/2019	Thursday 8/1/2019	Friday 8/2/2019	Thursday 8/8/2019	8/29/2019
11	8/8/2019	- 8/21/2019	Thursday 8/15/2019	Friday 8/16/2019	Thursday 8/22/2019	9/12/2019
12	8/22/2019	- 9/4/2019	Thursday 8/29/2019	Friday 8/30/2019	Thursday 9/5/2019	9/26/2019
13	9/5/2019	- 9/18/2019	Thursday 9/12/2019	Friday 9/13/2019	Thursday 9/19/2019	10/10/2019
14	9/19/2019	- 10/2/2019	Thursday 9/26/2019	Friday 9/27/2019	Thursday 10/3/2019	10/24/2019
15	10/3/2019	- 10/16/2019	Thursday 10/10/2019	Friday 10/11/2019	Thursday 10/17/2019	11/7/2019
16	10/17/2019	- 10/30/2019	Thursday 10/24/2019	Friday 10/25/2019	Thursday 10/31/2019	11/21/2019
17	10/31/2019	- 11/13/2019	Thursday 11/7/2019	Friday 11/8/2019	Thursday 11/14/2019	12/5/2019
18	11/14/2019	- 11/27/2019	Thursday 11/21/2019	Friday 11/22/2019	Thursday 11/28/2019	12/19/2019
19	11/28/2019	- 12/11/2019	Thursday 12/5/2019	Friday 12/6/2019	Thursday 12/12/2019	1/2/2020
20	12/12/2019	- 12/25/2019	Thursday 12/19/2019	Friday 12/20/2019	Thursday 12/26/2019	1/16/2020
21	12/26/2019	- 1/8/2020	Thursday 1/2/2020	Friday 1/3/2020	Thursday 1/9/2020	1/30/2020
22	1/9/2020	- 1/22/2020	Thursday 1/16/2020	Friday 1/17/2020	Thursday 1/23/2020	2/13/2020
23	1/23/2020	- 2/5/2020	Thursday 1/30/2020	Friday 1/31/2020	Thursday 2/6/2020	2/27/2020
24	2/6/2020	- 2/19/2020	Thursday 2/13/2020	Friday 2/14/2020	Thursday 2/20/2020	3/12/2020
25	2/20/2020	- 3/4/2020	Thursday 2/27/2020	Friday 2/28/2020	Thursday 3/5/2020	3/26/2020
26	3/5/2020	- 3/18/2020	Thursday 3/12/2020	Friday 3/13/2020	Thursday 3/19/2020	4/9/2020

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 08/26/19 (first day of classes), and the award end date is 06/30/20.
 *Last work day for graduating students (Fall Semester) is 02/01/20.
 *Last work day for graduating students (Spring Semester) is 06/15/20.