

State Student Assistant and College Workstudy Payroll Calendar
Due Dates for 2017-2018

As of 12/29/16, ALL student assistants are now using 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	3/23/2017	-	4/5/2017	Thursday	3/30/2017	Friday	3/31/2017	Thursday	4/6/2017	4/27/2017
2	4/6/2017	-	4/19/2017	Thursday	4/13/2017	Friday	4/14/2017	Thursday	4/20/2017	5/11/2017
3	4/20/2017	-	5/3/2017	Thursday	4/27/2017	Friday	4/28/2017	Thursday	5/4/2017	5/25/2017
4	5/4/2017	-	5/17/2017	Thursday	5/11/2017	Friday	5/12/2017	Thursday	5/18/2017	6/8/2017
5	5/18/2017	-	5/31/2017	Thursday	5/25/2017	Friday	5/26/2017	Thursday	6/1/2017	6/22/2017
6	6/1/2017	-	6/14/2017	Thursday	6/8/2017	Friday	6/9/2017	Thursday	6/15/2017	7/6/2017
7	6/15/2017	-	6/28/2017	Thursday	6/22/2017	Friday	6/23/2017	Thursday	6/29/2017	7/20/2017
8	6/29/2017	-	7/12/2017	Thursday	7/6/2017	Friday	7/7/2017	Thursday	7/13/2017	8/3/2017
9	7/13/2017	-	7/26/2017	Thursday	7/20/2017	Friday	7/21/2017	Thursday	7/27/2017	8/17/2017
10	7/27/2017	-	8/9/2017	Thursday	8/3/2017	Friday	8/4/2017	Thursday	8/10/2017	8/31/2017
11	8/10/2017	-	8/23/2017	Thursday	8/17/2017	Friday	8/18/2017	Thursday	8/24/2017	9/14/2017
12	8/24/2017	-	9/6/2017	Thursday	8/31/2017	Friday	9/1/2017	Thursday	9/7/2017	9/28/2017
13	9/7/2017	-	9/20/2017	Thursday	9/14/2017	Friday	9/15/2017	Thursday	9/21/2017	10/12/2017
14	9/21/2017	-	10/4/2017	Thursday	9/28/2017	Friday	9/29/2017	Thursday	10/5/2017	10/26/2017
15	10/5/2017	-	10/18/2017	Thursday	10/12/2017	Friday	10/13/2017	Thursday	10/19/2017	11/9/2017
16	10/19/2017	-	11/1/2017	Thursday	10/26/2017	Friday	10/27/2017	Thursday	11/2/2017	11/22/2017
17	11/2/2017	-	11/15/2017	Thursday	11/9/2017	Friday	11/10/2017	Thursday	11/16/2017	12/7/2017
18	11/16/2017	-	11/29/2017	Wednesday	11/22/2017	Wed	11/22/2017	Thursday	11/30/2017	12/21/2017
19	11/30/2017	-	12/13/2017	Thursday	12/7/2017	Friday	12/8/2017	Thursday	12/14/2017	1/4/2018
20	12/14/2017	-	12/27/2017	Thursday	12/21/2017	Friday	12/22/2017	Thursday	12/28/2017	1/18/2018
21	12/28/2017	-	1/10/2018	Thursday	1/4/2018	Friday	1/5/2018	Thursday	1/11/2018	2/1/2018
22	1/11/2018	-	1/24/2018	Thursday	1/18/2018	Friday	1/19/2018	Thursday	1/25/2018	2/15/2018
23	1/25/2018	-	2/7/2018	Thursday	2/1/2018	Friday	2/2/2018	Thursday	2/8/2018	3/1/2018
24	2/8/2018	-	2/21/2018	Thursday	2/15/2018	Friday	2/16/2018	Thursday	2/22/2018	3/15/2018
25	2/22/2018	-	3/7/2018	Thursday	3/1/2018	Friday	3/2/2018	Thursday	3/8/2018	3/29/2018
26	3/8/2018	-	3/21/2018	Thursday	3/15/2018	Friday	3/16/2018	Thursday	3/22/2018	4/12/2018

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 emailed to ub-hr@buffalo.edu.