

Human Resources

State Student Assistant and College Workstudy Payroll Calendar

Due Dates for 2018-2019

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	3/22/2018	-	4/4/2018	Thursday 3/29/2018	Friday 3/30/2018	Thursday 4/5/2018	4/26/2018
2	4/5/2018	-	4/18/2018	Thursday 4/12/2018	Friday 4/13/2018	Thursday 4/19/2018	5/10/2018
3	4/19/2018	-	5/2/2018	Thursday 4/26/2018	Friday 4/27/2018	Thursday 5/3/2018	5/24/2018
4	5/3/2018	-	5/16/2018	Thursday 5/10/2018	Friday 5/11/2018	Thursday 5/17/2018	6/7/2018
5	5/17/2018	-	5/30/2018	Thursday 5/24/2018	Friday 5/25/2018	Thursday 5/31/2018	6/21/2018
6	5/31/2018	-	6/13/2018	Thursday 6/7/2018	Friday 6/8/2018	Thursday 6/14/2018	7/5/2018
7	6/14/2018	-	6/27/2018	Thursday 6/21/2018	Friday 6/22/2018	Thursday 6/28/2018	7/19/2018
8	6/28/2018	-	7/11/2018	Thursday 7/5/2018	Friday 7/6/2018	Thursday 7/12/2018	8/2/2018
9	7/12/2018	-	7/25/2018	Thursday 7/19/2018	Friday 7/20/2018	Thursday 7/26/2018	8/16/2018
10	7/26/2018	-	8/8/2018	Thursday 8/2/2018	Friday 8/3/2018	Thursday 8/9/2018	8/30/2018
11	8/9/2018	-	8/22/2018	Thursday 8/16/2018	Friday 8/17/2018	Thursday 8/23/2018	9/13/2018
12	8/23/2018	-	9/5/2018	Thursday 8/30/2018	Friday 8/31/2018	Thursday 9/6/2018	9/27/2018
13	9/6/2018	-	9/19/2018	Thursday 9/13/2018	Friday 9/14/2018	Thursday 9/20/2018	10/11/2018
14	9/20/2018	-	10/3/2018	Thursday 9/27/2018	Friday 9/28/2018	Thursday 10/4/2018	10/25/2018
15	10/4/2018	-	10/17/2018	Thursday 10/11/2018	Friday 10/12/2018	Thursday 10/18/2018	11/8/2018
16	10/18/2018	-	10/31/2018	Thursday 10/25/2018	Friday 10/26/2018	Thursday 11/1/2018	11/21/2018
17	11/1/2018	-	11/14/2018	Thursday 11/8/2018	Friday 11/9/2018	Thursday 11/15/2018	12/6/2018
18	11/15/2018	-	11/28/2018	Wednesday 11/21/2018	Wed 11/21/2018	Thursday 11/29/2018	12/20/2018
19	11/29/2018	-	12/12/2018	Thursday 12/6/2018	Friday 12/7/2018	Thursday 12/13/2018	1/3/2019
20	12/13/2018	-	12/26/2018	Thursday 12/20/2018	Friday 12/21/2018	Thursday 12/27/2018	1/17/2019
21	12/27/2018	-	1/9/2019	Thursday 1/3/2019	Friday 1/4/2019	Thursday 1/10/2019	1/31/2019
22	1/10/2019	-	1/23/2019	Thursday 1/17/2019	Friday 1/18/2019	Thursday 1/24/2019	2/14/2019
23	1/24/2019	-	2/6/2019	Thursday 1/31/2019	Friday 2/1/2019	Thursday 2/7/2019	2/28/2019
24	2/7/2019	-	2/20/2019	Thursday 2/14/2019	Friday 2/15/2019	Thursday 2/21/2019	3/14/2019
25	2/21/2019	-	3/6/2019	Thursday 2/28/2019	Friday 3/1/2019	Thursday 3/7/2019	3/28/2019
26	3/7/2019	-	3/20/2019	Thursday 3/14/2019	Friday 3/15/2019	Thursday 3/21/2019	4/11/2019

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 08/27/18 (first day of classes), and the award end date is 06/30/19.
 *Last work day for graduating students (Spring Semester) is 06/15/18.