

University at Albany

**2023-2024 Pay Schedule
Student Assistants & Federal Work-Study
(28011) (28013)**

PR #	Pay Period Dates		Paycheck issued on:	Supervisor/Department Information			
	From	To		Hire must be completed on portal by this date to be paid on time	Online timesheet will be available no later than:	Online timesheets must be approved by the timesheet approver no later than (COB):	
1	03/30/23	04/12/23	05/04/23	04/09/23	<i>Students can access their timesheets at www.suny.edu/hrportal no later than 5-7 days after the hire is entered on the student employment website</i>	04/14/23	
2	04/13/23	04/26/23	05/18/23	04/23/23		04/28/23	
3	04/27/23	05/10/23	06/01/23	05/07/23		05/12/23	
4	05/11/23	05/24/23	06/15/23	05/21/23		05/26/23	
5	05/25/23	06/07/23	06/29/23	06/04/23		06/09/23	
6	06/08/23	06/21/23	07/13/23	06/18/23		06/23/23	
7	06/22/23	07/05/23	07/27/23	07/02/23		07/07/23	
8	07/06/23	07/19/23	08/10/23	07/16/23		07/21/23	
9	07/20/23	08/02/23	08/24/23	07/30/23		08/04/23	
10	08/03/23	08/16/23	09/07/23	08/13/23	<i>Paper timesheets should be used if a student begins work before the online timesheet is available. Times should be transferred to the online timesheet when it becomes available.</i>	08/18/23	
11	08/17/23	08/30/23	09/21/23	08/27/23		09/01/23	
12	08/31/23	09/13/23	10/05/23	09/10/23		09/15/23	
13	09/14/23	09/27/23	10/19/23	09/24/23		09/29/23	
14	09/28/23	10/11/23	11/02/23	10/08/23		10/13/23	
15	10/12/23	10/25/23	11/16/23	10/22/23		10/27/23	
16	10/26/23	11/08/23	11/30/23	11/05/23		11/10/23	
17	11/09/23	11/22/23	12/14/23	11/19/23		11/24/23	
18	11/23/23	12/06/23	12/28/23	12/03/23		12/08/23	
19	12/07/23	12/20/23	01/11/24	12/17/23		12/22/23	
20	12/21/23	01/03/24	01/25/24	12/31/23	**Time sheets still due on holiday make arrangements with dept.	01/05/24	
21	01/04/24	01/17/24	02/08/24	01/14/24		01/19/24	
22	01/18/24	01/31/24	02/22/24	01/28/24		02/02/24	
23	02/01/24	02/14/24	03/07/24	02/11/24		02/16/24	
24	02/15/24	02/28/24	03/21/24	02/25/24		03/01/24	
25	02/29/24	03/13/24	04/04/24	03/10/24		03/15/24	
26	03/14/24	03/27/24	04/18/24	03/24/24		03/29/24	
1	03/28/24	04/10/24	05/02/24	04/07/24		04/12/24	
2	04/11/24	04/24/24	05/16/24	04/21/24	04/26/24		
3	04/25/24	05/08/24	05/30/24	05/05/24	05/10/24		
4	05/09/24	05/22/24	06/13/24	05/19/24	05/24/24		
5	05/23/24	06/05/24	06/27/24	06/02/24	06/07/24		

Student Assistant and Federal work-study must submit timesheets online @ WWW.SUNY.EDU/HRPORTAL

Timesheets submitted and/or approved after the due date may not be processed for the current payroll.

Instructions for student online timesheets can be found at <https://www.albany.edu/hr/student-empl.php>

Payroll phone: 518-437-3830 or email us at payroll@albany.edu

Enroll in Direct Deposit Today! Download forms at <https://www.albany.edu/hr/direct-deposit.php>