

University at Albany

**2021-2022 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	03/18/21	03/31/21	04/22/21	03/28/21	<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>	04/02/21
2	04/01/21	04/14/21	05/06/21	04/11/21		04/16/21
3	04/15/21	04/28/21	05/20/21	04/25/21		04/30/21
4	04/29/21	05/12/21	06/03/21	05/09/21		05/14/21
5	05/13/21	05/26/21	06/17/21	05/23/21		05/28/21
6	05/27/21	06/09/21	07/01/21	06/06/21		06/11/21
7	06/10/21	06/23/21	07/15/21	06/20/21		06/25/21
8	06/24/21	07/07/21	07/29/21	07/04/21		07/09/21
9	07/08/21	07/21/21	08/12/21	07/18/21		07/23/21
10	07/22/21	08/04/21	08/26/21	08/01/21	<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>	08/06/21
11	08/05/21	08/18/21	09/09/21	08/15/21		08/20/21
12	08/19/21	09/01/21	09/23/21	08/29/21		09/03/21
13	09/02/21	09/15/21	10/07/21	09/12/21		09/17/21
14	09/16/21	09/29/21	10/21/21	09/26/21		10/01/21
15	09/30/21	10/13/21	11/04/21	10/10/21		10/15/21
16	10/14/21	10/27/21	11/18/21	10/24/21		10/29/21
17	10/28/21	11/10/21	12/02/21	11/07/21		11/12/21
18	11/11/21	11/24/21	12/16/21	11/21/21		11/24/21**
19	11/25/21	12/08/21	12/30/21	12/05/21		12/10/21
20	12/09/21	12/22/21	01/13/22	12/19/21		12/24/21
21	12/23/21	01/05/22	01/27/22	01/02/22		01/07/22
22	01/06/22	01/19/22	02/10/22	01/16/22		01/21/22
23	01/20/22	02/02/22	02/24/22	01/30/22		02/04/22
24	02/03/22	02/16/22	03/10/22	02/13/22	02/18/22	
25	02/17/22	03/02/22	03/24/22	02/27/22	03/04/22	
26	03/03/22	03/16/22	04/07/22	03/13/22	03/18/22	
27	03/17/22	03/30/22	04/21/22	03/27/22	04/01/22	
1	03/31/22	04/13/22	05/05/22	04/10/22	**Time sheets are due early as a result of a holiday.	04/15/22
2	04/14/22	04/27/22	05/19/22	04/24/22		04/29/22
3	04/28/22	05/11/22	06/02/22	05/08/22		05/13/22
4	05/12/22	05/25/22	06/16/22	05/22/22		05/27/22

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>