

University at Albany

**2019-2020 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	03/21/19	04/03/19	04/25/19		03/31/19	04/05/19
2	04/04/19	04/17/19	05/09/19		04/14/19	04/19/19
3	04/18/19	05/01/19	05/23/19		04/28/19	05/03/19
4	05/02/19	05/15/19	06/06/19		05/12/19	05/17/19
5	05/16/19	05/29/19	06/20/19		05/26/19	05/31/19
6	05/30/19	06/12/19	07/04/19		06/09/19	06/14/19
7	06/13/19	06/26/19	07/18/19		06/23/19	06/28/19
8	06/27/19	07/10/19	08/01/19		07/07/19	07/12/19
9	07/11/19	07/24/19	08/15/19		07/21/19	07/26/19
10	07/25/19	08/07/19	08/29/19		08/04/19	08/09/19
11	08/08/19	08/21/19	09/12/19	Students: Know the date you must submit your online timesheet to your supervisor. This may vary by department and if your timesheet is not submitted on time you may not be paid for time worked until the following pay day.	08/18/19	08/23/19
12	08/22/19	09/04/19	09/26/19		09/01/19	09/06/19
13	09/05/19	09/18/19	10/10/19		09/15/19	09/20/19
14	09/19/19	10/02/19	10/24/19		09/29/19	10/04/19
15	10/03/19	10/16/19	11/07/19		10/13/19	10/18/19
16	10/17/19	10/30/19	11/21/19		10/27/19	11/01/19
17	10/31/19	11/13/19	12/05/19		11/10/19	11/15/19
18	11/14/19	11/27/19	12/19/19		11/24/19	11/29/19
19	11/28/19	12/11/19	01/02/20		12/08/19	12/13/19
20	12/12/19	12/25/19	01/16/20		12/22/19	12/27/19
21	12/26/19	01/08/20	01/30/20		01/05/20	01/10/20
22	01/09/20	01/22/20	02/13/20		01/19/20	01/24/20
23	01/23/20	02/05/20	02/27/20		02/02/20	02/07/20
24	02/06/20	02/19/20	03/12/20		02/16/20	02/21/20
25	02/20/20	03/04/20	03/26/20	03/01/20	03/06/20	
26	03/05/20	03/18/20	04/09/20	03/15/20	03/20/20	
1	03/19/20	04/01/20	04/23/20	03/29/20	04/03/20	
2	04/02/20	04/15/20	05/07/20	04/12/20	04/17/20	
3	04/16/20	04/29/20	05/21/20	04/26/20	05/01/20	
4	04/30/20	05/13/20	06/04/20	05/10/20	05/15/20	
5	05/14/20	05/27/20	06/18/20	05/24/20	05/29/20	

Fall 2019 hires effective 8/22/19 or later 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

*** Paychecks are distributed from UAB 300 ***

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