

University at Albany

**2024-2025 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 | 03/28/24 | 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 | <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> | 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 |
| 6 | 06/06/24 | 06/19/24 | 07/11/24 | | 06/16/24 | | 06/21/24 |
| 7 | 06/20/24 | 07/03/24 | 07/25/24 | | 06/30/24 | | 07/05/24 |
| 8 | 07/04/24 | 07/17/24 | 08/08/24 | | 07/14/24 | | 07/19/24 |
| 9 | 07/18/24 | 07/31/24 | 08/22/24 | | 07/28/24 | | 08/02/24 |
| 10 | 08/01/24 | 08/14/24 | 09/05/24 | | 08/11/24 | | 08/16/24 |
| 11 | 08/15/24 | 08/28/24 | 09/19/24 | <i>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.</i> | 08/25/24 | | 08/30/24 |
| 12 | 08/29/24 | 09/11/24 | 10/03/24 | | 09/08/24 | 09/13/24 | |
| 13 | 09/12/24 | 09/25/24 | 10/17/24 | | 09/22/24 | 09/27/24 | |
| 14 | 09/26/24 | 10/09/24 | 10/31/24 | | 10/06/24 | 10/11/24 | |
| 15 | 10/10/24 | 10/23/24 | 11/14/24 | | 10/20/24 | 10/25/24 | |
| 16 | 10/24/24 | 11/06/24 | 11/27/24* | | 11/03/24 | 11/08/24 | |
| 17 | 11/07/24 | 11/20/24 | 12/12/24 | | 11/17/24 | 11/22/24 | |
| 18 | 11/21/24 | 12/04/24 | 12/26/24 | | 12/01/24 | 12/06/24 | |
| 19 | 12/05/24 | 12/18/24 | 01/09/25 | | 12/15/24 | 12/20/24 | |
| 20 | 12/19/24 | 01/01/25 | 01/23/25 | | 12/29/24 | 01/03/25 | |
| 21 | 01/02/25 | 01/15/25 | 02/06/25 | 01/12/25 | 01/17/25 | | |
| 22 | 01/16/25 | 01/29/25 | 02/20/25 | 01/26/25 | 01/31/25 | | |
| 23 | 01/30/25 | 02/12/25 | 03/06/25 | 02/09/25 | 02/14/25 | | |
| 24 | 02/13/25 | 02/26/25 | 03/20/25 | 02/23/25 | 02/28/25 | | |
| 25 | 02/27/25 | 03/12/25 | 04/03/25 | 03/09/25 | 03/14/25 | | |
| 26 | 03/13/25 | 03/26/25 | 04/17/25 | 03/23/25 | 03/28/25 | | |
| 1 | 03/27/25 | 04/09/25 | 05/01/25 | 04/06/25 | **Time sheets still due on holiday make arrangements with dept. | 04/11/25 | |
| 2 | 04/10/25 | 04/23/25 | 05/15/25 | 04/20/25 | | 04/25/25 | |
| 3 | 04/24/25 | 05/07/25 | 05/29/25 | 05/04/25 | | 05/09/25 | |
| 4 | 05/08/25 | 05/21/25 | 06/12/25 | 05/18/25 | | 05/23/25 | |
| 5 | 05/22/25 | 06/04/25 | 06/26/25 | 06/01/25 | | 06/06/25 | |

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>