

2023-2024 Student Pay Period Schedule

PLEASE NOTE:
Pay Periods Begin on Friday and End on Thursday
Time Sheets due by 5:00 pm on the Submission Due Dates Below

Pay #	Start Date	End Date	Submission Due Date	Check Date	Special Notes
SS19	August 25, 2023	September 7, 2023	September 8, 2023	September 22, 2023	Work Study (WS) Begins
SS20	September 8, 2023	September 21, 2023	September 22, 2023	October 6, 2023	
SS21	September 22, 2023	October 5, 2023	October 6, 2023	October 20, 2023	
SS22	October 6, 2023	October 19, 2023	October 20, 2023	November 3, 2023	
SS23	October 20, 2023	November 2, 2023	November 3, 2023	November 17, 2023	
SS24	November 3, 2023	November 16, 2023	November 17, 2023	December 1, 2023	
SS25	November 17, 2023	November 30, 2023	December 1, 2023	December 15, 2023	
SS26	December 1, 2023	December 14, 2023	December 15, 2023	December 29, 2023	
SS1	December 15, 2023	December 28, 2023	December 29, 2023	January 12, 2024	WS Not in Effect (Intersession)
SS2	December 29, 2023	January 11, 2024	January 12, 2024	January 26, 2024	WS Not in Effect (Intersession)
SS3	January 12, 2024	January 25, 2024	January 26, 2024	February 9, 2024	WS Not in Effect (Intersession)
SS4	January 26, 2024	February 8, 2024	February 9, 2024	February 23, 2024	Work Study (WS) Begins
SS5	February 9, 2024	February 22, 2024	February 23, 2024	March 8, 2024	
SS6	February 23, 2024	March 7, 2024	March 8, 2024	March 22, 2024	
SS7	March 8, 2024	March 21, 2024	March 22, 2024	April 5, 2024	
SS8	March 22, 2024	April 4, 2024	April 5, 2024	April 19, 2024	
SS9	April 5, 2024	April 18, 2024	April 19, 2024	May 3, 2024	
SS10	April 19, 2024	May 2, 2024	May 3, 2024	May 17, 2024	
SS11	May 3, 2024	May 16, 2024	May 17, 2024	May 31, 2024	Last WS Pay Period
SS12	May 17, 2024	May 30, 2024	May 31, 2024	June 14, 2024	Summer Rates Begin/No WS
SS13	May 31, 2024	June 13, 2024	June 14, 2024	June 28, 2024	Summer Rates/No WS
SS14	June 14, 2024	June 27, 2024	June 28, 2024	July 12, 2024	Summer Rates/No WS

Pay #	Start Date	End Date	Submission Due Date	Check Date	Special Notes
SS15	June 28, 2024	July 11, 2024	July 12, 2024	July 26, 2024	Summer Rates/No WS
SS16	July 12, 2024	July 25, 2024	July 26, 2024	August 9, 2024	Summer Rates/No WS
SS17	July 26, 2024	August 8, 2024	August 9, 2024	August 23, 2024	Summer Rates/No WS
SS18	August 9, 2024	August 22, 2024	August 23, 2024	September 6, 2024	Summer Rates/No WS
Please Note:					
Self-Calculating Student Time Sheet Available at: http://www.bard.edu/payroll/students/ (Electronic Submission of Time Sheets is Preferred for Tracking Purposes)					
Students cannot begin working until New Hire Paperwork has been completed!					
40 Hour Maximum Per 2-Week Pay Period ~ 2 Job Maximum per Student Current Minimum Wage \$14.20/Hr					
Be sure all required information is on time sheet BEFORE approving it for payment! (Student's Legal Name, Bard ID#, Account #, Special Rate (if any), Supervisor's Contact Info etc)					
Special Rates MUST be indicated on all time sheets or Minimum Wage is paid!					
Use Legal Names Only on All Time Sheets (No Nicknames etc)					
Student Payroll Questions Contact:			Student Employment Questions Contact:		
Abby Arsenault ~ Payroll Manager			Carol Hosier ~ Student Employment Coordinator		
Email: studentpayroll@bard.edu			Email: seo@bard.edu		
Physical Plant Bldg. ~ Room 212			Physical Plant Bldg. ~ 1st Floor		
(845) 758-7513			(845) 752-4796		