

2025-26 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**

**Send Student Time Sheets Electronically To...
studenttimesheets@bard.edu**

Pay #	Start Date	End Date	Submission Due Date	Check Date	Special Notes
SS19	August 22, 2025	September 4, 2025	September 5, 2025	September 19, 2025	Work Study (WS) Begins
SS20	September 5, 2025	September 18, 2025	September 19, 2025	October 3, 2025	
SS21	September 19, 2025	October 2, 2025	October 3, 2025	October 17, 2025	
SS22	October 3, 2025	October 16, 2025	October 17, 2025	October 31, 2025	
SS23	October 17, 2025	October 30, 2025	October 31, 2025	November 14, 2025	
SS24	October 31, 2025	November 13, 2025	November 14, 2025	November 28, 2025	
SS25	November 14, 2025	November 27, 2025	November 28, 2025	December 12, 2025	
SS26	November 28, 2025	December 11, 2025	December 12, 2025	December 26, 2025	
SS1	December 12, 2025	December 25, 2025	December 26, 2025	January 9, 2026	WS Not in Effect (Intersession)
SS2	December 26, 2025	January 8, 2026	January 9, 2026	January 23, 2026	WS Not in Effect (Intersession)
SS3	January 9, 2026	January 22, 2026	January 23, 2026	February 6, 2026	WS Not in Effect (Intersession)
SS4	January 23, 2026	February 5, 2026	February 6, 2026	February 20, 2026	Work Study (WS) Begins
SS5	February 6, 2026	February 19, 2026	February 20, 2026	March 6, 2026	
SS6	February 20, 2026	March 5, 2026	March 6, 2026	March 20, 2026	
SS7	March 6, 2026	March 19, 2026	March 20, 2026	April 3, 2026	
SS8	March 20, 2026	April 2, 2026	April 3, 2026	April 17, 2026	
SS9	April 3, 2026	April 16, 2026	April 17, 2026	May 1, 2026	
SS10	April 17, 2026	April 30, 2026	May 1, 2026	May 15, 2026	
SS11	May 1, 2026	May 14, 2026	May 15, 2026	May 29, 2026	Last WS Pay Period
SS12	May 15, 2026	May 28, 2026	May 29, 2026	June 12, 2026	Summer/No WS
SS13	May 29, 2026	June 11, 2026	June 12, 2026	June 26, 2026	Summer/ No WS
SS14	June 12, 2026	June 25, 2026	June 26, 2026	July 10, 2026	Summer/No WS

Pay #	Start Date	End Date	Submission Due Date	Check Date	Special Notes
SS15	June 26, 2026	July 9, 2026	July 10, 2026	July 24, 2026	Summer/No WS
SS16	July 10, 2026	July 23, 2026	July 24, 2026	August 7, 2026	Summer/No WS
SS17	July 24, 2026	August 6, 2026	August 7, 2026	August 21, 2026	Summer/No WS
SS18	August 7, 2026	August 20, 2026	August 21, 2026	September 4, 2026	Summer/No WS

Please Note:

Self-Calculating Student Time Sheet Available at: <http://www.bard.edu/payroll/students/>

REQUIRED TIME SHEET SUBMISSION IS THROUGH SSB (Self Service Banner)

Students cannot begin working until New Hire Paperwork has been completed!

40 Hour Maximum Per 2-Week Pay Period

Current Minimum Wage \$15.50

Be sure all required information is on time sheet BEFORE approving it for payment!

(Student's Legal Name, Bard ID#, Account #, Supervisor's Contact Info etc)

Use Legal Names Only on All Time Sheets (No Nicknames etc)

Student Payroll Questions Contact:

Abby Myers~ Payroll Manager

Email: studentpayroll@bard.edu

Physical Plant Bldg. ~ Room 200C

(845) 758-7829

Student Employment Questions Contact:

Carol Hosier ~ Student Employment Coordinator

Email: seo@bard.edu

Physical Plant Bldg. ~ Room 200E

(845) 752-4796