

## **2026-2027 Student Pay Period Schedule**

[illegible]

| Pay #                                                                                                                                                                                                         | Start Date     | End Date        | Submission Due Date                                                                                                                                                     | Check Date        | Special Notes  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|
| SS15                                                                                                                                                                                                          | June 25, 2027  | July 8, 2027    | July 9, 2027                                                                                                                                                            | July 23, 2027     | Summer - No WS |
| SS16                                                                                                                                                                                                          | July 9, 2027   | July 22, 2027   | July 23, 2027                                                                                                                                                           | August 6, 2027    | Summer - No WS |
| SS17                                                                                                                                                                                                          | July 23, 2027  | August 5, 2027  | August 6, 2027                                                                                                                                                          | August 20, 2027   | Summer - No WS |
| SS18                                                                                                                                                                                                          | August 6, 2027 | August 19, 2027 | August 20, 2027                                                                                                                                                         | September 3, 2027 | Summer - No WS |
| <b><u>Please Note:</u></b>                                                                                                                                                                                    |                |                 |                                                                                                                                                                         |                   |                |
| Self-Calculating Student Time Sheet Available at: <a href="http://www.bard.edu/payroll/students/">http://www.bard.edu/payroll/students/</a><br>(Should ONLY be used for missed hours)                         |                |                 |                                                                                                                                                                         |                   |                |
| <b>MANDATORY TIME SHEET SUBMISSION IS THROUGH SSB (Self Service Banner)</b><br><b>Contact Carol Hosier for details to get started!! <a href="mailto:hosier@bard.edu">hosier@bard.edu</a>, or 845-752-4796</b> |                |                 |                                                                                                                                                                         |                   |                |
| Students cannot begin working until New Hire Paperwork has been completed!                                                                                                                                    |                |                 |                                                                                                                                                                         |                   |                |
| 40 Hour Maximum Per 2-Week Pay Period                                                                                                                                                                         |                |                 |                                                                                                                                                                         |                   |                |
| Current Minimum Wage \$16.00/Hr                                                                                                                                                                               |                |                 |                                                                                                                                                                         |                   |                |
| If a manual timesheet is to be used be sure all required information is on time sheet BEFORE approving it for payment!<br>(Student's Legal Name, Bard ID#, Account #, Supervisor's Contact Info etc)          |                |                 |                                                                                                                                                                         |                   |                |
| Use Legal Names Only (No Nicknames etc)                                                                                                                                                                       |                |                 |                                                                                                                                                                         |                   |                |
| Do Not Use Pencil When Completing Timesheets                                                                                                                                                                  |                |                 |                                                                                                                                                                         |                   |                |
| <b><u>Student Payroll Contact:</u></b>                                                                                                                                                                        |                |                 | <b><u>Student Employment Contact:</u></b>                                                                                                                               |                   |                |
| Claudia Daley ~ Payroll Coordinator<br>Email: <a href="mailto:studentpayroll@bard.edu">studentpayroll@bard.edu</a><br>Physical Plant Bldg. ~ 2nd Floor, Room 200C<br>(845) 758-7829                           |                |                 | Carol Hosier ~ Student Employment Coordinator<br>Email: <a href="mailto:seo@bard.edu">seo@bard.edu</a><br>Physical Plant Bldg. ~ 2nd Floor, Room 200E<br>(845) 752-4796 |                   |                |