

## 2024-2025 Student Pay Period Schedule

<p><b>PLEASE NOTE:</b>  <b>Pay Periods Begin on Friday and End on Thursday</b>  <b>Time Sheets due by 5:00 pm on the Submission Due Dates Below</b></p>
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Pay #	Start Date	End Date	Submission Due Date	Check Date	Special Notes
SS19	August 23, 2024	September 5, 2024	September 6, 2024	September 20, 2024	<b>Work Study (WS) Begins</b>
SS20	September 6, 2024	September 19, 2024	September 20, 2024	October 4, 2024	
SS21	September 20, 2024	October 3, 2024	October 4, 2024	October 18, 2024	
SS22	October 4, 2024	October 17, 2024	October 18, 2024	November 1, 2024	
SS23	October 18, 2024	October 31, 2024	November 1, 2024	November 15, 2024	
SS24	November 1, 2024	November 14, 2024	November 15, 2024	November 29, 2024	
SS25	November 15, 2024	November 28, 2024	November 29, 2024	December 13, 2024	
SS26	November 29, 2024	December 12, 2024	December 13, 2024	December 27, 2024	
SS1	December 13, 2024	December 26, 2024	December 27, 2024	January 10, 2025	<b>WS Not in Effect (Intersession)</b>
SS2	December 27, 2024	January 9, 2025	January 10, 2025	January 24, 2025	<b>WS Not in Effect (Intersession)</b>
SS3	January 10, 2025	January 23, 2025	January 24, 2025	February 7, 2025	<b>WS Not in Effect (Intersession)</b>
SS4	January 24, 2025	February 6, 2025	February 7, 2025	February 21, 2025	<b>Work Study (WS) Begins</b>
SS5	February 7, 2025	February 20, 2025	February 21, 2025	March 7, 2025	
SS6	February 21, 2025	March 6, 2025	March 7, 2025	March 21, 2025	
SS7	March 7, 2025	March 20, 2025	March 21, 2025	April 4, 2025	
SS8	March 21, 2025	April 3, 2025	April 4, 2025	April 18, 2025	
SS9	April 4, 2025	April 17, 2025	April 18, 2025	May 2, 2025	
SS10	April 18, 2025	May 1, 2025	May 2, 2025	May 16, 2025	
SS11	May 2, 2025	May 15, 2025	May 16, 2025	May 30, 2025	<b>Last WS Pay Period</b>
SS12	May 16, 2025	May 29, 2025	May 30, 2025	June 13, 2025	<b>Summer Rates Begin/No WS</b>
SS13	May 30, 2025	June 12, 2025	June 13, 2025	June 27, 2025	<b>Summer Rates/No WS</b>
SS14	June 13, 2025	June 26, 2025	June 27, 2025	July 11, 2025	<b>Summer Rates/No WS</b>

Pay #	Start Date	End Date	Submission Due Date	Check Date	Special Notes
SS15	June 27, 2025	July 10, 2025	July 11, 2025	July 25, 2025	Summer Rates/No WS
SS16	July 11, 2025	July 24, 2025	July 25, 2025	August 8, 2025	Summer Rates/No WS
SS17	July 25, 2025	August 7, 2025	August 8, 2025	August 22, 2025	Summer Rates/No WS
SS18	August 8, 2025	August 21, 2025	August 22, 2025	September 5, 2025	Summer Rates/No WS
<b>Please Note:</b>					
Self-Calculating Student Time Sheet Available at: <a href="http://www.bard.edu/payroll/students/">http://www.bard.edu/payroll/students/</a> <b>(Electronic Submission of Time Sheets is Preferred for Tracking Purposes)</b>					
Students cannot begin working until New Hire Paperwork has been completed!					
40 Hour Maximum Per 2-Week Pay Period ~ Current Minimum Wage \$15.00/Hr					
Be sure all required information is on time sheet <b>BEFORE</b> approving it for payment! (Student's Legal Name, Bard ID#, Account #, Special Rate (if any), Supervisor's Contact Info etc)					
Use Legal Names Only on All Time Sheets (No Nicknames etc)					
<b>Student Payroll Questions Contact:</b>			<b>Student Employment Questions Contact:</b>		
Abby Arsenault ~ Payroll Manager			Carol Hosier ~ Student Employment Coordinator		
Email: <a href="mailto:studentpayroll@bard.edu">studentpayroll@bard.edu</a>			Email: <a href="mailto:seo@bard.edu">seo@bard.edu</a>		
Physical Plant Bldg. ~ Room 200C			Physical Plant Bldg. ~ Room 200E		
(845) 758-7829			(845) 752-4796		