

University at Albany

**2022-2023 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	03/31/22	04/13/22	05/05/22	04/10/22	<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>	04/15/22	
2	04/14/22	04/27/22	05/19/22	04/24/22		04/29/22	
3	04/28/22	05/11/22	06/02/22	05/08/22		05/13/22	
4	05/12/22	05/25/22	06/16/22	05/22/22		05/27/22	
5	05/26/22	06/08/22	06/30/22	06/05/22		06/10/22	
6	06/09/22	06/22/22	07/14/22	06/19/22		06/24/22	
7	06/23/22	07/06/22	07/28/22	07/03/22		07/08/22	
8	07/07/22	07/20/22	08/11/22	07/17/22		07/22/22	
9	07/21/22	08/03/22	08/25/22	07/31/22		08/05/22	
10	08/04/22	08/17/22	09/08/22	08/14/22	<i>Paper timesheets should be used if a student begins work before the online timesheet is available. Times should be transferred to the online timesheet when it becomes available.</i>	08/19/22	
11	08/18/22	08/31/22	09/22/22	08/28/22		09/02/22	
12	09/01/22	09/14/22	10/06/22	09/11/22		09/16/22	
13	09/15/22	09/28/22	10/20/22	09/25/22		09/30/22	
14	09/29/22	10/12/22	11/03/22	10/09/22		10/14/22	
15	10/13/22	10/26/22	11/17/22	10/23/22		10/28/22	
16	10/27/22	11/09/22	12/01/22	11/06/22		11/11/22**	
17	11/10/22	11/23/22	12/15/22	11/20/22		11/25/22	
18	11/24/22	12/07/22	12/29/22	12/04/22		12/09/22	
19	12/08/22	12/21/22	01/12/23	12/18/22		12/23/22	
20	12/22/22	01/04/23	01/26/23	01/01/23	01/06/23		
21	01/05/23	01/18/23	02/09/23	01/15/23	01/20/23		
22	01/19/23	02/01/23	02/23/23	01/29/23	02/03/23		
23	02/02/23	02/15/23	03/09/23	02/12/23	02/17/23		
24	02/16/23	03/01/23	03/23/23	02/26/23	03/03/23		
25	03/02/23	03/15/23	04/06/23	03/12/23	03/17/23		
26	03/16/23	03/29/23	04/20/23	03/26/23	03/31/23		
27	03/30/23	04/12/23	05/04/23	04/09/23	04/14/23		
1	04/13/23	04/26/23	05/18/23	04/23/23	**Time sheets still due on holiday make arrangements with dept.	04/28/23	
2	04/27/23	05/10/23	06/01/23	05/07/23		05/12/23	
3	05/11/23	05/24/23	06/15/23	05/21/23		05/26/23	
4	05/25/23	06/07/23	06/29/23	06/04/23		06/09/23	

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>