

PAYROLL SCHEDULE – COLLEGE WORK STUDY AND STUDENT ASSISTANTS 2025-2026

For additional information please visit <https://www.newpaltz.edu/payroll>

Important work dates:

- ❖ The last day to work for academic year 2024-2025 is May 18, 2025
- ❖ Summer Session Work Dates 5/19/2025 – 8/24/2025
- ❖ The first day to work for the Fall 2025 semester is August 25, 2025
- ❖ College Work Study students who are graduating May 2025 must stop working May 5, 2025; those graduating December 2025 must stop working December 8, 2025 (last day of classes)
- ❖ Students NOT returning/enrolled for Spring 2026 must STOP working as of December 18, 2025

Students may work up to 20 hours per pay week when school is in session (Thurs-Wed) for all student employment. During winter and summer period students may work up to 29 hours per work week if not taking classes. See the [SUNY New Paltz Policy on Student Work Hours](#).

Time records are completed on-line using the Time and Attendance System (TAS). Students sign-on through my.newpaltz.edu > Students tab > Employment Resources > SUNY Self-Service > Time and Attendance. **Time record should be submitted to the supervisor at the end of the shift on the last day worked for the pay period.**

PP#	PAY PERIOD WORK DATES	STUDENT – TIME	SUPERVISOR - TAS	PAYCHECK DATE
		RECORD SUBMISSION	APPROVAL	
		DEADLINE	DEADLINE	
1	3/27/2025 – 4/9/2025	4/9/2025	4/11/2025	5/1/2025
2	4/10/2025 – 4/23/2025	4/23/2025	4/25/2025	5/15/2025
3	4/24/2025 – 5/7/2025	5/7/2025	5/9/2025	5/29/2025
4	5/8/2025 – 5/21/2025	5/21/2025	5/23/2025	6/12/2025
5	5/22/2025 – 6/4/2025	6/4/2025	6/6/2025	6/26/2025
6	6/5/2025 – 6/18/2025	6/18/2025	6/20/2025	7/10/2025
7	6/19/2025 – 7/2/2025	7/2/2025	7/3/2025 (Early)	7/24/2025
8	7/3/2025 – 7/16/2025	7/16/2025	7/18/2025	8/7/2025
9	7/17/2025 – 7/30/2025	7/30/2025	8/1/2025	8/21/2025
10	7/31/2025 – 8/13/2025	8/13/2025	8/15/2025	9/4/2025
11	8/14/2025 – 8/27/2025	8/27/2025	8/29/2025	9/18/2025
12	8/28/2025 – 9/10/2025	9/10/2025	9/12/2025	10/2/2025
13	9/11/2025 – 9/24/2025	9/24/2025	9/26/2025	10/16/2025
14	9/25/2025 – 10/8/2025	10/8/2025	10/10/2025	10/30/2025
15	10/9/2025 – 10/22/2025	10/22/2025	10/24/2025	11/13/2025
16	10/23/2025 – 11/5/2025	11/5/2025	11/7/2025	11/26/2025
17	11/6/2025 – 11/19/2025	11/19/2025	11/21/2025	12/11/2025
18	11/20/2025 – 12/3/2025	12/3/2025	12/5/2025	12/24/2025
19	12/4/2025 – 12/17/2025	12/17/2025	12/19/2025	1/8/2026
20	12/18/2025 – 12/31/2025	12/31/2025	1/2/2026	1/22/2026
21	1/1/2026 – 1/14/2026	1/14/2026	1/16/2026	2/5/2026
22	1/15/2026 – 1/28/2026	1/28/2026	1/30/2026	2/19/2026
23	1/29/2026 – 2/11/2026	2/11/2026	2/13/2026	3/5/2026
24	2/12/2026 – 2/25/2026	2/25/2026	2/27/2026	3/19/2026
25	2/26/2026 – 3/11/2026	3/11/2026	3/13/2026	4/2/2026
26	3/12/2026 – 3/25/2026	3/25/2026	3/27/2026	4/16/2026

If your time record is submitted/approved AFTER the deadline, the payment is then pushed to the following pay period