THE NEW SCHOOL
A UNIVERSITY

Federal Work Study Fall 2012 – Spring 2013 Payroll Schedule

Pay Date	Pay Period Dates	Timesheets Due to SFS (by 3:00 pm)	New Hire Forms Due to HR
September 7	August 13 – August 26	Friday, August 24	Friday, August 10
September 21	August 27 – September 9	Friday, September 7	Friday, August 24
October 5	September 10 – September 23	Friday, September 21	Friday, September 7
October 19	September 24 – October 7	**Thursday, October 4**	Friday, September 21
November 2	October 8 - October 21	Friday, October 19	Friday, October 5
November 16	October 22 – November 4	Friday, November 2	Friday, October 19
November 30	November 5 - November 18	**Thursday, November 15**	Friday, November 2
December 14	November 19 – December 2	Friday, November 30	**Thursday, November 15**
December 28	December 3 – December 16	**Friday, December 14**	Friday, November 30
January 11	December 17 – December 30	**Friday, December 14**	**Friday, December 14**
January 25	December 31 – January 13	Friday, January 11	**Friday, December 14**
February 8	January 14 – January 27	Friday, January 25	Friday, January 11
February 22	January 28 – February 10	Friday, February 8	Friday, January 25
March 8	February 11 – February 24	Friday, February 22	Friday, February 8
March 22	February 25 – March 10	Friday, March 8	Friday, February 22
April 5	March 11 - March 24	Friday, March 22	Friday, March 8
April 19	March 25 – April 7	Friday, April 5	Friday, March 22
May 3	April 8 – April 21	Friday, April 19	Friday, April 5
May 17	April 22 – May 5	Friday, May 3	Friday, April 19
May 31	May 6 – May 19	Friday, May 17	Friday, May 3
June 14	May 20 – June 2	Friday, May 31	Friday, May 17
June 28	June 3 – June 16	Friday, June 14	Friday, May 31
July 12	June 17 – June 30	Friday, June 28	Friday, June 14

Late or incomplete timesheets WILL NOT BE PROCESSED
Your timesheet WILL BE ADJUSTED if:

- You worked 6 or more hours consecutively and did not indicated an unpaid break time (minimum ½ hour) in the Lunch Break column, i.e. Work 9am to 3pm with ½ unpaid break = 5.5 paid hours,
- Hours have been miscalculated by student/supervisor.

Students may work up to 35 hours a week during Winter/Spring/Summer breaks only.
Students can work no more than 20 hours a week during the semester.

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