

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

For additional information please visit <https://www.oldwestbury.edu/division/division-business-finance/payroll>

Time records are completed on-line using the Time and Attendance System (TAS). Students sign-on through <https://www.suny.edu/time>  
Time record should be submitted to the supervisor at the end of the shift on the last day worked for the pay period.

PAY PERIOD NUMBER	PAY PERIOD START DATE	PAY PERIOD END DATE	DEADLINE TO SUBMIT TIMESHEET TO SUPERVISOR IN	DEADLINE FOR SUPERVISOR APPROVAL IN	PAY DATE
			TIME AND ATTENDANCE (TAS)	TIME AND ATTENDANCE (TAS)	
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	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\***