

**Human Resources**
**State Student Assistant and College Workstudy Payroll Calendar  
Due Dates for 2022-2023**

**ALL student assistants & federal college work students should use the online Time & Attendance System for timesheet submission.**

<b>Period No.</b>	<b>From</b>	<b>Period To</b>	<b>Personnel Transaction Form (ePTF) Due Dates</b>		<b>HRS Payroll Processing Transaction Due Dates</b>		<b>Online Timesheets Due</b>		<b>Paycheck Distributed</b>	
1	3/31/2022	-	4/13/2022	Thursday	4/7/2022	Friday	4/8/2022	Thursday	4/14/2022	5/5/2022
2	4/14/2022	-	4/27/2022	Thursday	4/21/2022	Friday	4/22/2022	Thursday	4/28/2022	5/19/2022
3	4/28/2022	-	5/11/2022	Thursday	5/5/2022	Friday	5/6/2022	Thursday	5/12/2022	6/2/2022
4	5/12/2022	-	5/25/2022	Thursday	5/19/2022	Friday	5/20/2022	Thursday	5/26/2022	6/16/2022
5	5/26/2022	-	6/8/2022	Thursday	6/2/2022	Friday	6/3/2022	Thursday	6/9/2022	6/30/2022
6	6/9/2022	-	6/22/2022	Thursday	6/16/2022	Friday	6/17/2022	Thursday	6/23/2022	7/14/2022
7	6/23/2022	-	7/6/2022	Thursday	6/30/2022	Friday	7/1/2022	Thursday	7/7/2022	7/28/2022
8	7/7/2022	-	7/20/2022	Thursday	7/14/2022	Friday	7/15/2022	Thursday	7/21/2022	8/11/2022
9	7/21/2022	-	8/3/2022	Thursday	7/28/2022	Friday	7/29/2022	Thursday	8/4/2022	8/25/2022
10	8/4/2022	-	8/17/2022	Thursday	8/11/2022	Friday	8/12/2022	Thursday	8/18/2022	9/8/2022
11	8/18/2022	-	8/31/2022	Thursday	8/25/2022	Friday	8/26/2022	Thursday	9/1/2022	9/22/2022
12	9/1/2022	-	9/14/2022	Thursday	9/8/2022	Friday	9/9/2022	Thursday	9/15/2022	10/6/2022
13	9/15/2022	-	9/28/2022	Thursday	9/22/2022	Friday	9/23/2022	Thursday	9/29/2022	10/20/2022
14	9/29/2022	-	10/12/2022	Thursday	10/6/2022	Friday	10/7/2022	Thursday	10/13/2022	11/3/2022
15	10/13/2022	-	10/26/2022	Thursday	10/20/2022	Friday	10/21/2022	Thursday	10/27/2022	11/17/2022
16	10/27/2022	-	11/9/2022	Thursday	11/3/2022	Friday	11/4/2022	Thursday	11/10/2022	12/1/2022
17	11/10/2022	-	11/23/2022	Thursday	11/17/2022	Friday	11/18/2022	Thursday	11/24/2022	12/15/2022
18	11/24/2022	-	12/7/2022	Thursday	12/1/2022	Friday	12/2/2022	Thursday	12/8/2022	12/29/2022
19	12/8/2022	-	12/21/2022	Thursday	12/15/2022	Friday	12/16/2022	Thursday	12/22/2022	1/12/2023
20	12/22/2022	-	1/4/2023	Thursday	12/29/2022	Friday	12/30/2022	Thursday	1/5/2023	1/26/2023
21	1/5/2023	-	1/18/2023	Thursday	1/12/2023	Friday	1/13/2023	Thursday	1/19/2023	2/9/2023
22	1/19/2023	-	2/1/2023	Thursday	1/26/2023	Friday	1/27/2023	Thursday	2/2/2023	2/23/2023
23	2/2/2023	-	2/15/2023	Thursday	2/9/2023	Friday	2/10/2023	Thursday	2/16/2023	3/9/2023
24	2/16/2023	-	3/1/2023	Thursday	2/23/2023	Friday	2/24/2023	Thursday	3/2/2023	3/23/2023
25	3/2/2023	-	3/15/2023	Thursday	3/9/2023	Friday	3/10/2023	Thursday	3/16/2023	4/6/2023
26	3/16/2023	-	3/29/2023	Thursday	3/23/2023	Friday	3/24/2023	Thursday	3/30/2023	4/20/2023

**Notes:**

- Electronic Personnel Transaction Forms (ePTFs) must be received by the due date indicated above. (Student Assistant Appointments)
- It is necessary to process rate changes and account number changes via an ePTF. (Student Assistant Appointments)
- Standard Maximum Work Hours (maximum should include all appointments):  
 Student Assistant: 20 hours/week  
 College Work Study: 29 hours/week
- Whenever possible, rate changes and account number changes should carry an effective date coinciding with the beginning date of the payroll period.** If hourly rates or account numbers are changed in the middle of a pay period, separate timesheets reflecting old and new information (rate and account number) must be submitted.
- Supervisor changes should be requested via the following link:  
<http://www.buffalo.edu/administrative-services/forms-catalog/hr/supervisor-change-request-for-state-employees.html>
- College Work Study Students:  
 Starting day for the fall semester is 08/29/2022(first day of classes), and the award end date is 06/30/23.  
 \*Last work day for graduating students (Fall Semester) is 02/01/23.  
 \*Last work day for graduating students (Spring Semester) is 06/15/23.