

2019-2020									
Obligation & Payroll Appointment Dates for Academic Year									
	Payroll Hire Dates	Payroll Tentative End	Number of Pay Periods	First Check Date	First Check	Last Check Date	Last Check	Obligation Start Date	Obligation End Date
Federal Work Study - 28023 Academic Year Grant Hourly pay basis	22-Aug-19	15-May-20			Dependent on submittal of time record		Dependent on submittal of time record		
Student Assistant - 28021 Payroll active throughout calendar year. Hourly (or) Fee Pay Basis	Varies	-	-	-	Dependent on submittal of time record	-	Dependent on submittal of time record	-	-

NOTE: CHECK DATES ARE CONTINGENT UPON THE TIMELY COMPLETION OF AN I-9 FORM, A HR FORM NOTIFICATION OF APPOINTMENT, SUBMISSION OF ALL DEGREE INFORMATION WHERE REQUIRED AND THE INPUT OF THE DATA INTO SUNY HR SYSTEM.

ABILITY TO SECURE CAMPUS ID CARD AND SYSTEMS ACCESS IS CONDITIONAL ON THE SUBMITTAL OF THE HR FORM NOTIFICATION OF APPOINTMENT. CARDS CAN BE SECURED 7 DAYS PRIOR TO START DATE FOR PROFESSIONAL AND CLASSIFIED EMPLOYEES AND UP TO 90 DAYS FOR FACULTY IF APPOINTMENT HAS BEEN REPORTED TO HUMAN RESOURCES IN ADVANCE.

1/24/2019