

Student Pay Schedule for Academic Year 2018-19

Student payroll begins the first day of classes, September 6, 2018 and ends the last day of final exams, May 10, 2019. All work hours are entered via BannerWeb, which is accessed through the Smith College portal, portal.smith.edu

NOTE: Employment and Tax Forms (I-9, M-4, W-4 and Direct Deposit) MUST be on file BEFORE students work.

BW#	Pay period Start Date	Pay period End Date	WTE Time Entry Deadline	WTE Approver Deadline	Check Date
19	09/06/18	09/15/18	09/17/18 Noon	09/18/18 9:00 a.m.	09/21/18
20	09/16/18	09/29/18	10/01/18 Noon	10/02/18 9:00 a.m.	10/05/18
21	09/30/18	10/13/18	10/15/18 Noon	10/16/18 9:00 a.m.	10/19/18
22	10/14/18	10/27/18	10/29/18 Noon	10/30/18 9:00 a.m.	11/02/18
23	10/28/18	11/10/18	11/12/18 Noon	11/13/18 9:00 a.m.	11/16/18
24	11/11/18	11/24/18	11/26/18 Noon	11/27/18 9:00 a.m.	11/30/18
25	11/25/18	12/08/18	12/10/18 Noon	12/11/18 9:00 a.m.	12/14/18
26	12/09/18	12/22/18	12/17/18 TBD	12/18/18 TBD	12/28/18
1	12/23/18	01/05/19	01/07/19 Noon	01/08/19 9:00 p.m.	01/11/19
2	01/06/19	01/19/19	01/21/19 Noon	01/22/19 9:00 a.m.	01/25/19
3	01/20/19	02/02/19	02/04/19 Noon	02/05/19 9:00 a.m.	02/08/19
4	02/03/19	02/16/19	02/18/19 Noon	02/19/19 9:00 a.m.	02/22/19
5	02/17/19	03/02/19	03/04/19 Noon	03/05/19 9:00 a.m.	03/08/19
6	03/03/19	03/16/19	03/18/19 Noon	03/19/19 9:00 a.m.	03/22/19
7	03/17/19	03/30/19	04/01/19 Noon	04/02/19 9:00 a.m.	04/05/19
8	03/31/19	04/13/19	04/15/19 Noon	04/16/19 9:00 a.m.	04/19/19
9	04/14/19	04/27/19	04/29/19 Noon	04/30/19 9:00 a.m.	05/03/19
10	04/28/19	05/10/19	05/13/19 Noon	05/14/19 9:00 a.m.	05/17/19

Any missed hours are to be paid as retro hours in the next pay cycle. See instructions provided by the following link:

https://www.smith.edu/controller/PDF_files/RetroHourSubmission.pdf