

## Student Pay Schedule for Academic Year 2019-20

*Student payroll begins the first day of classes, September 5, 2019 and ends the last day of final exams, May 8, 2020. All work hours are entered via Workday, which can be accessed through the Smith College portal, [portal.smith.edu](http://portal.smith.edu) or at [workday.smith.edu](http://workday.smith.edu)*

*NOTE: Employment and Tax Forms (I-9, M-4, W-4 and Direct Deposit) MUST be entered in Workday by the student BEFORE work begins.*

*You will not be able to enter your time until you are hired by your Manager in Workday. Any missed hours are to be paid as retro hours in the next pay cycle.*

Pay ID	Pay Period		Time Entry Deadline		Time Approval Deadline		Pay Date	
BW 19	Sept 5-14		September 16 Noon		September 17 9:00 am		Sep 20	
BW 20	Sept 15-28		September 30 Noon		October 1 9:00 am		Oct 4	
BW 21	Sept 29- Oct 12		October 14 Noon		October 15 9:00 am		Oct 18	
BW 22	Oct 13-26		October 28 Noon		October 29 9:00 am		Nov 1	
BW 23	Oct 27-Nov 9		November 11 Noon		November 12 9:00 am		Nov 15	
BW 24	Nov 9-23		November 25 Noon		November 26 9:00 am		Nov 29	
BW 25	Nov 24-Dec 7		December 9 Noon		December 10 9:00 am		Dec 13	
BW 26	Dec 8-21		December 16 TBD		December 17 TBD		Dec 27	
BW 1	Dec 22-Jan 4		January 6 Noon		January 7 9:00 am		Jan 10	
BW 2	Jan 5-18		January 20 Noon		January 21 9:00 am		Jan 24	
BW 3	Jan 19-Feb 1		February 3 Noon		February 4 9:00 am		Feb 7	
BW 4	Feb 2-15		February 17 Noon		February 18 9:00 am		Feb 21	
BW 5	Feb 16-29		March 2 Noon		March 3 9:00 am		Mar 6	
BW 6	Mar 1-14		March 16 Noon		March 17 9:00 am		Mar 20	
BW 7	Mar 15-28		March 30 Noon		March 31 9:00 am		Apr 3	
BW 8	Mar 29-Apr 11		April 13 Noon		April 14 9:00 am		Apr 17	
BW 9	Apr 12-25		April 27 Noon		April 28 9:00 am		May 1	
BW 10	Apr 26-May 8		May 11 Noon		May 12 9:00 am		May 15	