

Pratt Institute Fiscal Year 2023-2024 Bi-Weekly Student Employment Payroll Schedule

Pay Period	Forms Due to HR	Student Employment Pay Period Start and End Dates		Timesheet Due Date	Supervisor Timesheet Due Date	Payroll Date	
1	Summer	06/23/2023	07/01/2023	07/07/2023	07/07/2023	07/10/2023	07/21/2023
2	Summer	07/07/2023	07/08/2023	07/21/2023	07/21/2023	07/24/2023	08/04/2023
3	Summer	07/21/2023	07/22/2023	08/04/2023	08/04/2023	08/07/2023	08/18/2023
4	Summer	08/04/2023	08/05/2023	08/18/2023	08/18/2023	08/21/2023	09/01/2023
5	Summer	08/18/2023	08/19/2023	08/27/2023	08/27/2023	08/30/2023	09/15/2023
6	Fall	09/01/2023	08/28/2023	09/15/2023	09/15/2023	09/18/2023	09/29/2023
7	Fall	09/15/2023	09/16/2023	09/29/2023	09/29/2023	10/02/2023	10/13/2023
8	Fall	09/29/2023	09/30/2023	10/13/2023	10/13/2023	10/16/2023	10/27/2023
9	Fall	10/13/2023	10/14/2023	10/27/2023	10/27/2023	10/30/2023	11/09/2023
10	Fall	10/27/2023	10/28/2023	11/10/2023	11/10/2023	11/13/2023	11/24/2023
11	Fall	11/10/2023	11/11/2023	11/24/2023	11/24/2023	11/27/2023	12/08/2023
12	Fall	11/24/2023	11/25/2023	12/08/2023	12/08/2023	12/11/2023	12/22/2023
13	Fall	12/08/2023	12/09/2023	12/18/2023	12/18/2023	12/18/2023	01/05/2024
14	Winter	12/22/2023	12/19/2023	01/05/2024	01/05/2024	01/08/2024	01/19/2024
15	Winter	01/05/2024	01/06/2024	01/15/2024	01/15/2024	01/18/2024	02/02/2024
16	Spring	01/19/2024	01/16/2024	02/02/2024	02/02/2024	02/05/2024	02/16/2024
17	Spring	02/02/2024	02/03/2024	02/16/2024	02/16/2024	02/19/2024	03/01/2024
18	Spring	02/16/2024	02/17/2024	03/01/2024	03/01/2024	03/04/2024	03/15/2024
19	Spring	03/01/2024	03/02/2024	03/15/2024	03/15/2024	03/18/2024	03/29/2024
20	Spring	03/15/2024	03/16/2024	03/29/2024	03/29/2024	04/01/2024	04/12/2024
21	Spring	03/29/2024	03/30/2024	04/12/2024	04/12/2024	04/15/2024	04/26/2024
22	Spring	04/12/2024	04/13/2024	04/26/2024	04/26/2024	04/29/2024	05/10/2024
23	Spring	04/26/2024	04/27/2024	05/07/2024	05/07/2024	05/10/2024	05/24/2024
24	Summer	05/10/2024	05/08/2024	05/24/2024	05/24/2024	05/27/2024	06/07/2024
25	Summer	05/24/2024	05/25/2024	06/07/2024	06/07/2024	06/10/2024	06/21/2024
26	Summer	06/07/2024	06/08/2024	06/30/2024	06/30/2024	06/30/2024	07/05/2024

TIMESHEETS RECEIVED LATE WILL BE PAID LATE

*******Dates are subject to change*******