



Maryanne Vigneaux/Lib
06/12/2003 12:26 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib

Subject Library Bulletin, June 12, 2003, Number 1370

STUDENT ASSISTANT PAYROLL DEADLINES:

To: All Students employed on the College Work-study or the Student Assistant hourly payrolls, and their supervisors.

This summer the Office of the State Comptroller (OSC) will be upgrading the New York State Payroll System. As a result, OSC has given all State Payroll offices early deadlines in order for the necessary data conversions to be implemented. The online pay periods schedule has been updated accordingly.

PR #	Start Date	End Date	Approval Deadline 3 PM	Check dated
307	6/19/03	7/02/03	7/02/2003	7/25/2003
308	7/03/03	7/16/03	7/14/2003	8/08/2003

Pay Period # 307 the deadline has changed from 7/4/03 to 7/2/03 at 3 PM. Any hours not approved for 7/2/03 by the time the hours are extracted and sent for payment will be paid the following pay period.

Pay Period # 308 the deadline has changed from 7/18/03 to 7/14/03 at 3 PM. Any hours worked on or after 7/14/03 will not be paid until the following pay period due to the early deadline.

Students should be entering their hours EVERY DAY after their work is complete, so that the hours worked are recorded and will be available online when each supervisor needs to go in and approve the hours. Please call the Student Payroll office @ 632-4446 if you have any questions. Thank you for your cooperation during this time.

(Bill Meyer, Student Payroll, Administration Building Room 390 Phone 632-4446 Fax 632-6208)



HABITAT FOR HUMANITY:

This year we are scheduled to work on sheetrocking on Friday, Sept. 12. This should be a nice, late summer, day. All that is needed is work clothes and some skill with hammer and nails. I'm not sure if we have to measure and cut the sheetrock, but it could be learned.

Research Services will team up with us as last November. It worked well to combine groups as more staff were available; working on the shed, painting walls and varnishing closet doors got done efficiently. On September 12 we will plan to work starting at approximately 8:00 am; this will allow for some of you to return to work for the afternoon and other staff to join for the pm shift. More details will follow.

Let Maryanne know if you are interested in participating. Thank you!