

STUDENT PAYROLL SCHEDULE 2008 – 2009

Job assignments should be completed and returned to Financial Aid before the student begins work. PLEASE TURN CONTRACTS IN AS SOON AS POSSIBLE SO THAT TIMECARDS MAY BE ISSUED.

Timecards must be in the Payroll Office by noon on the due date as shown on the timecard. Timecards received after the deadline may be processed on the next scheduled payroll.

Time cannot be recorded in less than ¼ hour increments. Timecards must be completed making sure that hours worked agree with times shown as in and out on the lower half of card. Any discrepancies will be processed using the lower amount of time. Timecards must be signed by the employee, supervisor, and department head. Three (3) signatures are required. Timecards not having a supervisor and/or department head signature will be returned without processing.

Checks may be picked up at the Business Office window on the days shown below. Students not owing a balance on their account may have their final check mailed off campus by leaving a self-addressed envelope in the Business Office. Please include your Social Security Number on the envelope, and make sure you have signed your final timecard.

PAY PERIOD BEGINS	PAY PERIOD ENDS	TIMECARDS DUE	WEEKS IN PAY PERIOD	CHECKS TO BE READY
07-07-2008	07-26-2008	07-28-2008	3	08-01-2008
07-27-2008	08-07-2008	08-11-2008	2	08-15-2008
08-27-2008	09-20-2008	09-22-2008	4	09-26-2008
09-21-2008	10-18-2008	10-20-2008	4	10/24/2008
10-19-2008	11-15-2008	11-17-2008	4	11/21/2008
11-16-2008	12-13-2008	12-15-2008	4	12/19/2008
01-12-2009	02-07-2009	02-09-2009	4	02-13-2009
02-08-2009	03-07-2009	03-09-2009	4	03-13-2009
03-08-2009	04-11-2009	04-13-2009	4	04-17-2009
04-12-2009	05-02-2009	05-04-2009	3	05-08-2009
TO BE DETERMINED				

****Pay period in Bold print includes the week of Spring Break. Please note the dates on the lower half of the timecard.** Students are not permitted to work during the week of Spring break without special permission.