

STUDENT PAYROLL SCHEDULE 2009 – 2010

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 should be rounded to ¼ hour increments, and student should not work less than ¼ hour. 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 be sure to sign your timecard. Your check will not be mailed if your timecard is not signed.

PAY PERIOD BEGINS	PAY PERIOD ENDS	TIMECARDS DUE	WEEKS IN PAY PERIOD	CHECKS TO BE READY
07-06-2009	07-25-2009	07-27-2009	3	07-31-2009
07-26-2009	08-06-2009	08-10-2009	2	08-14-2009
08-24-2009	09-19-2009	09-21-2009	4	09-25-2009
09-20-2009	10-17-2009	10-19-2009	4	10/23/2009
10-18-2009	11-14-2009	11-16-2009	4	11/20/2009
11-15-2009	12-12-2009	12-14-2009	4	12/18/2009
01-11-2010	02-06-2010	02-08-2010	4	02-12-2010
02-07-2010	03-06-2010	03-08-2010	4	03-12-2010
03-07-2010	04-10-2010	04-12-2010	4	04-16-2010
04-11-2010	05-01-2010	05-03-2010	3	05-07-2010
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.