

STUDENT PAYROLL SCHEDULE 2011 – 2012

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
07-05-2011	07-23-2011	07-25-2011	3	07-29-2011
07-24-2011	08-04-2011	08-08-2011	2	08-12-2011
08-22-2011	09-17-2011	09-19-2011	4	09-23-2011
09-18-2011	10-15-2011	10-17-2011	4	10/21/2011
10-16-2011	11-12-2011	11-14-2011	4	11/18/2011
11-13-2011	12-10-2011	12-12-2011	4	12/16/2011
01-17-2012	02-11-2012	02-13-2012	4	02-17-2012
02-12-2012	03-10-2012	03-12-2012	4	03-16-2012
03-11-2012	04-14-2012	04-16-2012	4	04-20-2012
04-15-2012	05-05-2012	05-07-2012	3	05-11-2012
05-29-2012	06-16-2012	06-18-2012	3	06-22-2012
06-17-2012	06-28-2012	07-02-2012	2	07-06-2012

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.