

# Student Pay Schedule

## Spring 2015

<u>Pay Period</u>	<u>Time Sheets Due</u>	<u>Pay Day</u>
December 28 - January 10	January 12	January 16
January 11 – January 24	January 26	January 30
January 25 – February 7	February 9	February 13
February 8 – February 21	February 23	February 27
February 22 – March 7	March 9	March 13
March 8 – March 21	March 23	March 27
March 22 – April 4	April 6	April 10
April 5 – April 18	April 20	April 24
April 19 – May 2	May 4	May 8
May 3 – May 16	May 18	May 22*
May 17 – May 30	June 1	June 5**

\*Paychecks will be mailed if applicable

\*\* First Payroll of Summer

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All time sheets must be submitted by 12:00 noon on the date due (unless specified otherwise). **TIME SHEETS SUBMITTED AFTER 12:00 NOON ON THE DUE DATE WILL NOT BE PROCESSED UNTIL THE NEXT PAY PERIOD.** Time sheets must show only the hours worked during the current pay period. Hours worked during the previous pay periods, but not submitted on the proper time sheet must be noted in the comment section. Hours shown for the next reporting period will be deducted without notice. It is your responsibility to see that the hours are recorded properly.

Paychecks will be distributed by **NOON** on the payday indicated above, unless the check is being held in the Business Office. In that case, a reminder note will be put in the student's mailbox.

**TIME SHEETS MUST INCLUDE THE CORRECT DEPARTMENT NUMBER AND BE SIGNED BY BOTH THE STUDENT AND THE SUPERVISOR!!!** A current W-4 Federal and State Withholding form and a Federal 1-9 form must be on file in the Human Resources Office before students can begin working on campus!