

IMPORTANT REMINDERS:

- Students will not be paid until all forms have been completed & returned to Enrollment and Financial Aid Office and/or Payroll.
- All timesheets are to be turned into Payroll by 4:00 pm on due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2018 – SPRING 2019 STUDENT PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.20.18 – 09.02.18	09.04.18	09.14.18
09.03.18 – 09.16.18	09.17.18	09.28.18
09.17.18 – 09.30.18	10.01.18	10.12.18
10.01.18 – 10.14.18	10.15.18	10.26.18
10.15.18 – 10.28.18	10.29.18	11.09.18
10.29.18 – 11.11.18	11.12.18	11.21.18
11.12.18 – 11.25.18	11.26.18	12.07.18
11.26.18 – 12.09.18	12.10.18	12.21.18
12.10.18 – 12.23.18	01.02.19	01.04.19
12.24.18 – 01.06.19	01.07.19	01.18.19
01.07.19 – 01.20.19	01.22.19	02.01.19
01.21.19 – 02.03.19	02.04.19	02.15.19
02.04.19 – 02.17.19	02.19.19	03.01.19
02.18.19 – 03.03.19	03.04.19	03.15.19
03.04.19 – 03.17.19	03.18.19	03.29.19
03.18.19 – 03.31.19	04.01.19	04.12.19
04.01.19 – 04.14.19	04.15.19	04.26.19
04.15.19 – 04.28.19	04.29.19	05.10.19
04.29.19 – 05.12.19	05.13.19	05.24.19
05.13.19 – 05.26.19	05.28.19	06.07.19
05.27.19 – 06.09.19	06.10.19	06.21.19
06.10.19 – 06.23.19	06.24.19	07.05.19
06.24.19 – 07.07.19	07.08.19	07.19.19
07.08.19 – 07.21.19	07.22.19	08.02.19
07.22.19 – 08.04.19	08.05.19	08.16.19
08.05.19 – 08.18.19	08.19.19	08.30.19
08.19.19 – 09.01.19	09.02.19	09.13.19

ALL DATES ARE SUBJECT TO CHANGE

RESPONSIBILITIES:

You should consider your student employment as a regular job. It is your responsibility to:

- Work the hours you have agreed to.
- Inform your supervisor **in advance** if for some reason you cannot make your assignment.
- Perform your assignment in a satisfactory manner.
- If work interferes with your studies, arrange fewer hours of employment with your supervisor.

You need to be a student first.

- Notify your supervisor and the Work-Study Coordinator, if applicable, should you choose to terminate your employment – a signed/dated Student Release Form **must** be submitted.