

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.