

TO: Student Employees and Supervisors
 FROM: Student Employment Office
 DATE: January 9, 2009
 RE: Time Cards and Paychecks

Listed below is the payroll schedule for the Spring Semester 2009. Please note time cards are due in the Student Employment Office by **4:30 PM** each **MONDAY** unless otherwise noted and should reflect hours worked Sunday through Saturday of the previous week. **Timecards received after the due date WILL NOT be processed until the next pay period.** Checks will be available on the dates indicated in the Student's campus post office box.

<u>CARDS DUE BY 4:30 PM</u>	<u>FOR HOURS WORKED</u>	<u>PAYDAY</u>
Monday, January 19	January 11-17	January 30
Monday, January 26	January 18-24	February 13
Monday, February 2	January 25-31	February 13
Monday, February 9	February 1-7	February 27
Monday, February 16	February 8-14	February 27
Monday, February 23	February 15-21	March 13
Monday, March 2	February 22-28	March 13
Monday, March 9	March 1-7(spr break)	March 31
Monday, March 16	March 8-14	March 31
Monday, March 23	March 15-21	March 31
Monday, March 30	March 22-28	April 15
Monday, April 6	March 29-April 4	April 15
Monday, April 13	April 5-11	**April 30
Monday, April 20	April 12-18	**April 30
Monday, April 27	April 19-25	**May 5
<u>*Tuesday, April 28 by 9:00 AM</u>	April 26-27	**May 5

*****April 30 & May 5 paychecks will be mailed to your home address on file unless you provide a self addressed stamped envelope for mailing to another address.***

- THE FOLLOWING RULES APPLY TO REPORTING HOURS WORKED:
1. The time card must reflect accurately the actual hours worked.
 2. The Supervisor and the Student must both sign each time card. It is the responsibility of the **student and the supervisor** to see that time cards are properly completed. *Cards without proper signatures will be returned and will not be processed for payment until the following payday.*
 3. **Time cards are to be turned in by 4:30 PM each Monday, unless otherwise noted, in a sealed envelope to the Student Employment Office, John Wesley Hall, Room 204. It is imperative to submit timecards on a weekly basis to maintain accurate earnings from payday to payday.**
 4. Time cards received after the due date will be carried over to the next pay period.

5. Compliance with the above schedule is necessary in order to meet deadlines of our payroll system.

(Exams: April 23-April 27 Commencement: May 2)