

2009-2010

PAYROLL SCHEDULE - WORK STUDY AND STUDENT ASSISTANTS

All student workers must have a current W-4 form and IT2104 form on file in the Payroll Office, HAB 301.

Appointments for Work Study (from Financial Aid) or Student Assistant must be received in the Payroll Office the FRIDAY prior to submission of timesheets. Appointments received after that cannot be guaranteed payment on time. If you have not completed these forms for this academic year, you must do so before submitting any timesheets.

*The last day to work for academic year 2008 - 2009 is May 17, 2009.

*The last day to work for summer session 2009 is August 23, 2009.

*The first day to work for the Fall 2009 semester is Monday, August 24, 2009

*Students not returning for Spring 2010 must stop working as of December 19, 2009.

Students may work up to 20 hours per week when school is in session. When school is not in session, students may work up to 35 hours per week for Work Study and 40 hours per week for Student Assistant.

PR#	WORK DAYS	TIMESHEETS DUE	PAYCHECKS
		THURSDAY AT NOON	ISSUED
1	03/19/2009 - 04/01/2009	4/2/2009	4/23/2009
2	04/02/2009 - 04/15/2009	4/16/2009	5/7/2009
3	04/16/2009 - 04/29/2009	4/30/2009	5/21/2009
4	04/30/2009 - 05/13/2009	5/14/2009	6/4/2009
5	05/14/2009 - 05/27/2009	5/28/2009	6/18/2009
6	05/28/2009 - 06/10/2009	6/11/2009	7/2/2009
7	06/11/2009 - 06/24/2009	6/25/2009	7/16/2009
8	06/25/2009 - 07/08/2009	7/9/2009	7/30/2009
9	07/09/2009 - 07/22/2009	7/23/2009	8/13/2009
10	07/23/2009 - 08/05/2009	8/6/2009	8/27/2009
11	08/06/2009 - 08/19/2009	8/20/2009	9/10/2009
12	08/20/2009 - 09/02/2009	9/3/2009	9/24/2009
13	09/03/2009 - 09/16/2009	9/17/2009	10/8/2009
14	09/17/2009 - 09/30/2009	10/1/2009	10/22/2009
15	10/01/2009 - 10/14/2009	10/15/2009	11/5/2009
16	10/15/2009 - 10/28/2009	10/29/2009	11/19/2009
17	10/29/2009 - 11/11/2009	11/12/2009	12/3/2009
18	11/12/2009 - 11/25/2009	*11/25/2009-10 a.m.	12/17/2009
19	11/26/2009 - 12/09/2009	12/10/2009	12/31/2009
20	12/10/2009 - 12/23/2009	*12/23/2009-10 a.m.	1/14/2010
21	12/24/2009 - 01/06/2010	1/7/2010	1/28/2010
22	01/07/2010 - 01/20/2010	1/21/2010	2/11/2010
23	01/21/2010 - 02/03/2010	2/4/2010	2/25/2010
24	02/04/2010 - 02/17/2010	2/18/2010	3/11/2010
25	02/18/2010 - 03/03/2010	3/4/2010	3/25/2010
26	03/04/2010 - 03/17/2010	3/18/2010	4/8/2010

*Early deadline due to holiday.