

2011-2012

PAYROLL SCHEDULE – WORK STUDY AND STUDENT ASSISTANTS

All student workers must have a current W-4 for and IT-2104 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 2010-2011 is May 22, 2011
- The last day to work for summer session 2011 is August 24, 2011
- The first day to work for the Fall 2011 semester is August 25, 2011
- Students not returning for Spring 2012 must stop working as of December 20, 2011
- Work study students who are graduating in December 2011 must stop working December 9, 2011 (last day of classes)

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 THURSDAY AT NOON	PAYCHECKS ISSUED
27	3/17/2011-3/30/2011	3/31/2011	4/21/2011
1	3/31/2011-4/13/2011	4/14/2011	5/5/2011
2	4/14/2011-4/27/2011	4/28/2011	5/19/2011
3	4/28/2011-5/11/2011	5/12/2011	6/2/2011
4	5/12/2011-5/25/2011	5/26/2011	6/16/2011
5	5/26/2011-6/8/2011	6/9/2011	6/30/2011
6	6/9/2011-6/22/2011	6/23/2011	7/14/2011
7	6/23/2011-7/6/2011	7/7/2011	7/28/2011
8	7/7/2011-7/20/2011	7/21/2011	8/11/2011
9	7/21/2011-8/3/2011	8/4/2011	8/25/2011
10	8/4/2011-8/17/2011	8/18/2011	9/8/2011
11	8/18/2011-8/31/2011	9/1/2011	9/22/2011
12	9/1/2011-9/14/2011	9/15/2011	10/6/2011
13	9/15/2011-9/28/2011	9/29/2011	10/20/2011
14	9/29/2011-10/12/2011	10/13/2011	11/3/2011
15	10/13/2011-10/26/2011	10/27/2011	11/17/2011
16	10/27/2011-11/9/2011	11/10/2011	12/1/2011
17	11/10/2011-11/23/2011	**Wed. 11/23/2011 Noon	12/15/2011
18	11/24/2011-12/7/2011	12/8/2011	12/29/2011
19	12/8/2011-12/21/2011	**Thur. 12/22/2011-10 a.m.	1/12/2012
20	12/22/2011-1/4/2012	1/5/2012	1/26/2012
21	1/5/2012-1/18/2012	1/19/2012	2/9/2012
22	1/19/2012-2/1/2012	2/2/2012	2/23/2012
23	2/2/2012-2/15/2012	2/16/2012	3/8/2012
24	2/16/2012-2/29/2012	03/01/2012	3/22/2012
25	3/1/2012-3/14/2012	3/15/2012	4/5/2012
26	3/15/2012-3/28/2012	3/29/2012	4/19/2012

****Early deadline due to holiday**

