

TO: All Cost Center Managers

Please post this where your student workers can read it.

STUDENT PAY SCHEDULE 2019-2020

<u>Pay Period Dates</u>	<u>Timecard Due Date</u>	<u>Pay Date</u>
Aug 25 - Sep 7	(Mon) Sep 9 by Noon	Sep 12
Sep 8 - Sep 21	(Mon) Sep 23 “ “	Sep 26
** Sep 22 - Oct 5	<u>(Tues) Oct 8 by 9 am</u>	Oct 10
Oct 6 - Oct 19	(Mon) Oct 21 by Noon	Oct 24
Oct 20 - Nov 2	(Mon) Nov 4 “ “	Nov 7
Nov 3 - Nov 16	(Mon) Nov 18 “ “	Nov 21
Nov 17 - Nov 30	(Mon) Dec 2 “ “	Dec 5
Dec 1 - Dec 14	(Mon) Dec 16 “ “	Dec 19
** Dec 15 - Dec 28	**** TBD****	Jan 3
Dec 29 - Jan 11	(Mon) Jan 13 by Noon	Jan 16
Jan 12 - Jan 25	(Mon) Jan 27 “ “	Jan 30
Jan 26 - Feb 8	(Mon) Feb 10 “ “	Feb 13
Feb 9 - Feb 22	(Mon) Feb 24 “ “	Feb 27
Feb 23 - Mar 7	(Mon) Mar 9 “ “	Mar 12
Mar 8 - Mar 21	(Mon) Mar 23 “ “	Mar 26
Mar 22 - Apr 4	(Mon) Apr 6 “ “	Apr 9
Apr 5 - Apr 18	(Mon) Apr 20 “ “	Apr 23
Apr 19 - May 2	(Mon) May 4 “ “	May 7

Note: Please keep in mind the special due dates/times in bold for holidays.

Instructions for Student Employees:

1. A Temporary Employment Agreement (TEA) for each job must be completed online **before** work can begin.
2. Student timecards are online and should be updated each time you work. Please go to website: <http://timecard/login.php>.
3. After completing your timecard, print and sign it. All timecards must be submitted to your supervisor by the Pay Period End Date. If you do not work on the weekend, your timecard should be turned in on Friday. **Timecards must be signed by the employee and have a supervisor’s signature before they are submitted to Payroll.**
4. Timecards must be received in Payroll by the date and time in the “Timecard Due Date” column to be paid that week. They should be dropped in the timecard slot located outside the Business Office.
5. Paychecks are available in student mailboxes by 2:00 PM on paydays.