

MEMORANDUM

TO: Faculty, Staff, and Students

FROM: Pat Taylor

DATE: June 9, 2009

SUBJECT: Student Employment Pay Periods for 2009-10

Time sheets are due by noon on the date noted in accordance with the schedule below. Time sheets are to be turned into the Office of the Vice President for Business and Finance in Wiley Hall. Time sheets must be filled out completely and legibly with the student's printed name and student I.D. number and they must to be signed by the student and the supervisor. Questions regarding student assistant payroll should be directed to Pat Taylor, in the office of the Vice President for Business and Finance or extension 6814. The schedule for 2009-10 is as follows:

For hours worked through:	Time cards due by noon on:	Paychecks will be in student mail boxes on:
Tuesday, June 30	Wednesday, July 1	Friday, July 10
Friday, July 31	Monday, August 3	Monday, August 10
Monday, August 31	Tuesday, September 1	Thursday, September 10
Wednesday, September 30	Thursday, October 1	Friday, October 9
Saturday, October 31	Monday, November 2	Tuesday, November 10
Monday, November 30	Tuesday, December 1	Thursday, December 10
Thursday, December 31	Monday, January 4	Monday, January 11
Sunday, January 31	Monday, February 1	Wednesday, February 10
Sunday, February 28	Monday, March 1	Wednesday, March 10
Wednesday, March 31	Thursday, April 1	Friday, April 9
Friday, April 30	Monday, May 3	Monday, May 10
Monday, May 31	Tuesday, June 1	Thursday, June 10

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