

MEMORANDUM

TO: Faculty, Staff, and Students

FROM: Pat Taylor

DATE: June 3, 2008

SUBJECT: Student Employment Pay Periods for 2008-09

Time sheets are due by noon on the date noted in accordance with the schedule below. Time sheets may be turned into the Office of the Vice President for Business and Finance or at the counter in the CSA office. 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 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 2008-09 is as follows:

For hours worked through: Time cards due by noon on: Paychecks in student mail boxes on:

Monday, June 30	Tuesday, July 1	Thursday, July 10
Thursday, July 31	Friday, August 1	Monday, August 11
Sunday, August 31	Monday, September 1	Wednesday, September 10
Tuesday, September 30	Wednesday, October 1	Friday, October 10
Friday, October 31	Monday, November 3	Monday, November 10
Sunday, November 30	Monday, December 1	Wednesday, December 10
Wednesday, December 31	Friday, January 2	Monday, January 12
Saturday, January 31	Monday, February 2	Tuesday, February 10
Saturday, February 28	Monday, March 2	Tuesday, March 10
Tuesday, March 31	Wednesday, April 1	Friday, April 10
Thursday, April 30	Friday, May 1	Monday, May 11
Sunday, May 31	Monday, June 1	Wednesday, June 10