M E M O R A N D U M

TO: Faculty, Staff, and Students

FROM: Pat Taylor

DATE: July 11, 2013

SUBJECT: Student Employment Pay Periods for 2013-14

Students are responsible for recording their hours worked through Web Advisor. They will electronically sign and submit the time card to their supervisor. The student has until noon on the third (3rd) calendar day from the end of the pay period to submit the time card to the supervisor. Timecards cannot be processed if the electronic signature box is not checked. The supervisor has from noon on the third (3rd) calendar day until noon on the fourth (4th) calendar day to approve the time cards**. The entire process must be completed by noon on the fourth (4th) calendar day of the end of the pay period.** Questions regarding student assistant payroll should be directed to Pat Taylor, in the Business Office or extension 6814.

For hours worked through:	Time entry is due to be entered by noon on the third (3rd) day of the month	Time is to be approved by the supervisor by noon on the fourth (4th) day of the month	Paychecks will be in the student's bank account or on their VISA First Pay Card
Sunday, June 30	Wednesday, July3	Thursday, July 4	Wednesday, July 10
Wednesday, July 31	Saturday, August 3	Sunday, August 4	Friday, August 9
Saturday, August 31	Tuesday, September 3	Wednesday, September 4	Tuesday, September 10
Monday, September 30	Thursday, October 3	Friday, October 4	Thursday, October 10
Thursday, October 31	Sunday, November 3	Monday, November 4	Monday, November 11
Saturday, November 30	Tuesday, December 3	Wednesday, December 4	Tuesday, December 10
Tuesday, December 31	Friday, January 3	Saturday, January 4	Friday, January 10
Friday, January 31	Monday, February 3	Tuesday, February 4	Monday, February 10
Friday, February 28	Monday, March 3	Tuesday, March 4	Monday, March 10
Monday, March 31	Thursday, April 3	Friday, April 4	Thursday, April 10
Wednesday, April 30	Saturday, May 3	Sunday, May 4	Friday, May 9
Saturday, May 31	Tuesday, June 3	Wednesday, June 4	Tuesday, June 10

<u>There will be no salary advances for late time entries.</u>

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