Student Employment Pay Periods for 2014-2015

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
Monday, June 30	Thursday, July3	Friday, July 4	Thursday, July 10
Thursday, July 31	Sunday, August 3	Monday, August 4	Monday, August 11
Sunday, August 31	Wednesday, September 3	Thursday, September 4	Wednesday, September 10
Tuesday, September 30	Friday, October 3	Saturday, October 4	Friday, October 10
Friday, October 31	Monday, November 3	Tuesday, November 4	Monday, November 10
Sunday, November 30	Wednesday, December 3	Thursday, December 4	Wednesday, December 10
Wednesday, December 31	Saturday, January 3	Sunday, January 4	Friday, January 9
Saturday, January 31	Tuesday, February 3	Wednesday, February 4	Tuesday, February 10
Saturday, February 28	Tuesday, March 3	Wednesday, March 4	Tuesday, March 10
Tuesday, March 31	Friday, April 3	Saturday, April 4	Friday, April 10
Thursday, April 30	Sunday, May 3	Monday, May 4	Monday, May 11
Sunday, May 31	Wednesday, June 3	Thursday, June 4	Wednesday, June 10

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.

There will be no salary advances for late time entries.