

TO: All Cost Center Managers

Please post this where your student workers can read it.

STUDENT PAY SCHEDULE 2018-2019

<u>Pay Period Dates</u>	<u>Timecard Due Date</u>	<u>Pay Date</u>
Aug 26 - Sep 8	(Mon) Sep 10 by Noon	Sep 13
Sep 9 - Sep 22	(Mon) Sep 24 " "	Sep 27
** Sep 23 - Oct 6	<u>(Tues) Oct 9 by 9 am</u>	Oct 11
Oct 7 - Oct 20	(Mon) Oct 22 by Noon	Oct 25
Oct 21 - Nov 3	(Mon) Nov 5 " "	Nov 8
** Nov 4 - Nov 17	<u>(Mon) Nov 19 by 9 am</u>	Nov 21
Nov 18 - Dec 1	(Mon) Dec 3 by Noon	Dec 6
** Dec 2 - Dec 15	<u>(Mon) Dec 17 by 9 am</u>	Dec 20
** Dec 16 - Dec 29	<u>(Fri) Dec 21 by 9 am</u>	Jan 3
Dec 30 - Jan 12	(Mon) Jan 14 by Noon	Jan 17
Jan 13 - Jan 26	(Mon) Jan 28 " "	Jan 31
Jan 27 - Feb 9	(Mon) Feb 11 " "	Feb 14
Feb 10 - Feb 23	(Mon) Feb 25 " "	Feb 28
Feb 24 - Mar 9	(Mon) Mar 11 " "	Mar 14
Mar 10 - Mar 23	(Mon) Mar 25 " "	Mar 28
Mar 24 - Apr 6	(Mon) Apr 8 " "	Apr 11
Apr 7 - Apr 20	(Mon) Apr 22 " "	Apr 25
Apr 21 - May 4	(Mon) May 6 " "	May 9

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.