



**PAYROLL SCHEDULE
FOR
PART-TIME HOURLY & STUDENT EMPLOYEES**

EFFECTIVE JANUARY 1, 2017

MONTH WORKED	1. TIMESHEETS DUE	2. PAY PERIOD END DATE	3. PAYDAY
JANUARY 2017	JANUARY 31	JANUARY 31	FEBRUARY 10
FEBRUARY 2017	FEBRUARY 28	FEBRUARY 28	MARCH 10
MARCH 2017	MARCH 29	MARCH 31	APRIL 10
APRIL 2017	APRIL 28	APRIL 30	MAY 10
MAY 2017	MAY 30	MAY 31	JUNE 9
JUNE 2017	JUNE 28	JUNE 30	JULY 10
JULY 2017	JULY 31	JULY 31	AUGUST 10

- 1. Time sheets due in Payroll Office by 12 PM on this date.**
- 2. Last date recorded on time sheet for pay period.**
- 3. Checks will be available in the Payroll Office at 8 AM on payday.**

Important!

Double check hours on weekends and holidays.

Do not use whiteout--draw a line through the error, make correction, & initial.

Be sure to sign & date your timesheet.

Email payroll right away if there is a schedule change after the timesheet has been submitted.

Questions, call Payroll at ext. 2220.

**PLEASE NOTE: Time sheets received in the Payroll Office after the
scheduled cutoff will be processed on the next available payroll.**

NO EXCEPTIONS