



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

EFFECTIVE JULY 1, 2017

MONTH WORKED	1. TIMESHEETS DUE	2. PAY PERIOD END DATE	3. PAYDAY
JULY 2017	JULY 31	JULY 31	AUGUST 10
AUGUST 2017	AUGUST 28	AUGUST 31	SEPTEMBER 11
SEPTEMBER 2017	SEPTEMBER 28	SEPTEMBER 30	OCTOBER 10
OCTOBER 2017	OCTOBER 30	OCTOBER 31	NOVEMBER 9
NOVEMBER 2017	NOVEMBER 29	NOVEMBER 30	DECEMBER 11
DECEMBER 2017	DECEMBER 28	DECEMBER 31	JANUARY 10
JANUARY 2018	JANUARY 30	JANUARY 31	FEBRUARY 9

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