

**STUDENT PAY INFORMATION  
ACADEMIC YEAR 2009-10**

<b>PAY PERIOD ENDING</b>	<b>PAPERWORK SUBMISSION DEADLINE*</b>	<b>TIME SHEETS DUE IN HUMAN RESOURCES CENTER 5 PM ON</b>	<b>CHECKS PAID</b>
9/15/09	9/14/09	9/16/09	9/30/09
9/30/09	9/30/09	10/2/09	10/15/09
10/15/09	10/15/09	10/19/09 <sup>A</sup>	10/30/09
10/31/09	10/30/09	11/2/09	11/13/09
11/15/09	11/13/09	11/16/09 <sup>A</sup>	11/30/09
11/30/09	11/27/09	12/2/09	12/15/09
12/7/09 <sup>B</sup>	12/4/09	12/9/09	12/23/09 <sup>#</sup>
12/31/09	12/23/09	1/4/10	1/15/10
1/15/10	1/15/10	1/19/10 <sup>A</sup>	1/29/10
1/31/10	1/29/10	2/1/10	2/12/10
2/15/10	2/12/10	2/16/10 <sup>A</sup>	2/26/10
2/28/10	2/26/10	3/2/10	3/15/10
3/15/10	3/12/10	3/17/10	3/31/10
3/31/10	3/30/10	4/1/10	4/15/10
4/15/10	4/15/10	4/19/10	4/30/10
4/30/10	4/30/10	5/3/10	5/14/10
5/15/10	5/14/10	5/17/10	5/28/10
5/31/10	5/28/10	6/2/10	6/15/10

<sup>A</sup> Time sheets are due no later than **12 Noon** on Oct. 19, Nov. 16, Jan. 19, and Feb.16.

<sup>B</sup> Please note that time sheets are due early for the pay period which would normally end December 15. This time sheet should have hours only through December 7. Hours worked December 8-31 should be reported on the NEXT time sheet for payment on January 15.

**STUDENT CHECK DISTRIBUTION INFORMATION**

For students who have elected:

Direct Deposit: Pay is credited on the "Checks Paid" date.

Mail: Checks are mailed on the "Checks Paid" date.

Pick-up: Checks are available after 9:00 AM at the Payroll Office. See exception below.

<sup>#</sup> For the pay period ending December 7, students who usually pick up their checks but are not on campus on December 23 will be able to request that their check be mailed home. Checks sent will be mailed December 23.

\*Paperwork includes completed work permits, payroll forms, FWS Authorizations and International On-Campus Employment Authorizations.