



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

EFFECTIVE JULY 1, 2018

MONTH WORKED	1. TIMESHEETS DUE	2. PAY PERIOD END DATE	3. PAYDAY
JULY 2018	JULY 27	JULY 31	AUGUST 09
AUGUST 2018	AUGUST 27	AUGUST 31	SEPTEMBER 10
SEPTEMBER 2018	SEPTEMBER 27	SEPTEMBER 30	OCTOBER 10
OCTOBER 2018	OCTOBER 30	OCTOBER 31	NOVEMBER 09
NOVEMBER 2018	NOVEMBER 28	NOVEMBER 30	DECEMBER 10
DECEMBER 2018	DECEMBER 21	DECEMBER 31	JANUARY 10

*Subject to Change

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.

<p>PLEASE NOTE: Time sheets received in the Payroll Office after the scheduled cutoff will be processed on the next available payroll. NO EXCEPTIONS</p>
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