

**SCHEDULE OF DUE DATES FOR HOURLY STUDENT TIMESHEETS (GREEN)**

**INSTRUCTIONS TO RECEIVE PAYMENT ON THE STATE PAYROLL:**

1. **STUDENT ASSISTANT EMPLOYMENT INFORMATION FORMS with I-9, W-4 and IT 2104** must be submitted by the department and approved by the Human Resources Office before timesheets may be processed. Please submit these employment forms as soon as the student is confirmed to work. Do not hold to submit with the first timesheet.
2. Students who are in good academic standing may be allowed to work more than 20 hours a week while classes are in session. Students who are struggling academically should continue to be limited to 20 hours per week. **THE MAXIMUM HOURS THAT CAN BE WORKED PER WEEK IS 40.** (This includes the total number of hours worked within multiple departments.) **Exception:** F1 students may only work 20 hours per week while school is in session.
3. Students working more than 6 or more consecutive hours are required to take a one-half hour break, which must be recorded on the timesheet.
4. **All entries must be in ink and legible.**
5. Timesheets must be received in the Human Resources Office, 219 Raymond Hall, according to the schedule below.
6. Paychecks can be picked up at Purchasing & Payables, 4th Floor, Raymond Hall. Direct deposit forms are available in Human Resources, 219 Raymond Hall.

<u>PAY PERIOD WORKED THURS THROUGH WED</u>	<u>TIMESHEET DUE BY WEDNESDAY, 4:30</u>	<u>PAYCHECK DATE</u>	<u>PAYROLL NUMBER</u>
6/9/2011 - 6/22/2011	6/22/2011	7/14/2011	6
6/23/2011 - 7/6/2011	7/6/2011	7/28/2011	7
7/7/2011 - 7/20/2011	7/20/2011	8/11/2011	8
7/21/2011 - 8/3/2011	8/3/2011	8/25/2011	9
8/4/2011 - 8/17/2011	8/17/2011	9/8/2011	10
8/18/2011 - 8/31/2011	8/31/2011	9/22/2011	11
9/1/2011 - 9/14/2011	9/14/2011	10/6/2011	12
9/15/2011 - 9/28/2011	9/28/2011	10/20/2011	13
9/29/2011 - 10/12/2011	10/12/2011	11/3/2011	14
10/13/2011 - 10/26/2011	10/26/2011	11/17/2011	15
10/27/2011 - 11/9/2011	11/9/2011	12/1/2011	16
11/10/2011 - 11/23/2011	11/23/2011	12/15/2011	17
11/24/2011 - 12/7/2011	12/7/2011	12/29/2011	18
12/8/2011 - 12/21/2011	12/21/2011	1/12/2012	19
12/22/2011 - 1/4/2012	1/4/2012	1/26/2012	20
1/5/2012 - 1/18/2012	1/18/2012	2/9/2012	21
1/19/2012 - 2/1/2012	2/1/2012	2/23/2012	22
2/2/2012 - 2/15/2012	2/15/2012	3/8/2012	23
2/16/2012 - 2/29/2012	2/29/2012	3/22/2012	24
3/1/2012 - 3/14/2012	3/14/2012	4/5/2012	25
3/15/2012 - 3/28/2012	3/28/2012	4/19/2012	26
3/29/2012 - 4/11/2012	4/11/2012	5/3/2012	1
4/12/2012 - 4/25/2012	4/25/2012	5/17/2012	2
4/26/2012 - 5/9/2012	5/9/2012	5/31/2012	3
5/10/2012 - 5/23/2012	5/23/2012	6/14/2012	4
5/24/2012 - 6/6/2012	6/6/2012	6/28/2012	5

**QUESTIONS: PLEASE CALL HUMAN RESOURCES X2093 or x2709**