

Spring 2017

TRiO PEERTUTORING

For All TRiO Peer
Content Tutors

PAYROLL SCHEDULE

SSS hours are submitted to Faye Lamar, 118 Sisson, by 3:30 p.m. of the dates listed below.

Lesson plans should be submitted biweekly. Failure to submit lesson plans for three submission dates will result in your students being reassigned.

Late timesheets will be held for the following period. Incomplete or illegible lesson plans will not be accepted. Make sure you double-check for faculty signatures, times, dates, etc. before you submit your lesson plans.

TRiO PAYCHECKS ARE MAILED FROM ALBANY TO YOUR BARRINGTON MAILBOX OR ARE DIRECT DEPOSITED (forms available at TRiO office).

<u>HOURS DUE BY 3:30 P.M.on</u>	<u>PAYCHECKS MAILED/DIRECT DEPOSITED on</u>
Friday, 02/03/2017	Friday, 02/17/2017
Friday, 02/17/2017 (February Recess Begins @ 10 p.m.)	Friday, 03/03/2017
Friday, 03/03/2017	Friday, 03/17/2017
Friday, 03/17/2017	Friday, 03/31/2017
Friday, 03/31/2017	Friday, 04/14/2017
Friday, 04/14/2017	Friday, 04/28/2017
Friday, 04/28/2017	Friday, 05/12/2017
Friday, 05/12/2017 (last day of classes)	Friday, 05/26/2017**
Friday, 05/19/2017 (last day of finals; all lesson plans and materials due)	Friday, 06/09/2017**

**** These checks will be sent to your permanent home address unless you give me another address.**