

Spring 2012

STUDENT SUPPORT SERVICES PEER TUTORING

For All SSS Peer Content Tutors

PAYROLL SCHEDULE

- SSS hours are submitted to Faye Lamar, 118 Sisson, by 3:30 p.m. of the days/dates listed below.
- Late timesheets will be held for the following period. Incomplete or illegible lesson plans will not be submitted for payment. Make sure you double-check for faculty signatures, times, dates, etc. before you submit your lesson plans.
- Faculty/Prep time is not available during the spring semester.
- SSS PAYCHECKS ARE AVAILABLE IN FAYE'S OFFICE AFTER 9 a.m. on the days listed below. Direct deposit is available for SSS checks. Please ask Faye for the application for direct deposit.

HOURS DUE BY 3:30 P.M on

Monday, 02/13/12

Monday, 02/27/12

Friday, 03/09/12 (spring recess starts today)

Monday, 03/26/12

Friday, 04/06/12 (April recess begins today)

Monday, 04/23/12

Monday, 05/07/12

Friday, 05/18/12 (Last Day of Finals)

PAYCHECKS AVAILABLE AFTER 9 A.M. on

Friday, 02/24/12

Friday, 03/09/12

Friday, 03/23/12

Friday, 04/06/12

Friday, 04/20/12

Friday, 05/04/12

Friday, 05/18/12**

Friday, 06/01/12**

**** I will ask if you want to pick up these checks or have them mailed. If you choose to have them mailed you must provide the address. SSS WILL PAY FOR THE MAILING.**