

2011 - 2012

Payroll Schedule for Part-Time Staff and Students

PAY PERIOD (11th of month through the 10th of the next month)	TIME SHEETS DUE TO SUPERVISOR (Usually, 1st work-day after 10th of month)	PAYDAY (Last work-day of month)
June 11 - July 10, 2011	Monday, July 11, 2011	Friday, July 29, 2011
July 11 - Aug. 10, 2011	Thursday, August 11, 2011	Wednesday, August 31, 2011
Aug. 11 - Sept. 10, 2011	Monday, September 12, 2011	Friday, September 30, 2011
Sept. 11 - Oct. 10, 2011	Tuesday, October 11, 2011	Monday, October 31, 2011
Oct. 11 - Nov. 10, 2011	Monday, November 14, 2011	Wednesday, November 30, 2011
Nov. 11 - Dec. 10, 2011	Monday, December 12, 2011	Thursday, December 29, 2011 <u>10:00 am to Noon ONLY</u>
Dec. 11 - Jan. 10, 2012	Wednesday, January 11, 2012	Tuesday, January 31, 2012
Jan. 11 - Feb. 10, 2012	Monday, February 13, 2012	Wednesday, February 29, 2012
Feb. 11 - March 10, 2012	Monday, March 12, 2012	Friday, March 30, 2012
March 11 - April 10, 2012	Wednesday, April 11, 2012	Monday, April 30, 2012
April 11 - May 10, 2012	Friday, May 11, 2012	Thursday, May 31, 2012
May 11 - June 10, 2012	Monday, June 11, 2012	Friday, June 29, 2012
June 11 - July 10, 2012	Wednesday, July 11, 2012	Tuesday, July 31, 2012

NOTE: TIME SHEETS SUBMITTED AFTER THE DUE DATE ARE SUBJECT TO PAYMENT ON THE FOLLOWING SCHEDULED PAY DATE.

STUDENTS: You can pick up your check at the **Student Services Cashier's window after 10:00 a.m.**

HOURLY: You can pick up your check at the **Payroll Office, Adm. Bldg. 130, after 12:00 p.m.**