

Spring/Summer 2019 Student Payroll Schedule

Dates are subject to change. Notification of changes will be posted on the Campus Notices & email.

SPRING 2019

****ENTRY DEADLINES****

Beginning Pay Period Date:	Ending Pay Period Date:	Student Time Entry Due Before 10 AM Supervisor Approval Due Before 10 PM	Pay Date:	Comments
12/31/18	01/13/19	01/14/19	01/18/19	
01/14/19	01/27/19	01/28/19	02/01/19	
01/28/19	02/10/19	02/11/19	02/15/19	
02/11/19	02/24/19	02/25/19	03/01/19	
02/25/19	03/10/19	03/11/19	03/15/19	
03/11/19	03/24/19	03/25/19	03/29/19	SPRING BREAK 03/18-03/22
03/25/19	04/07/19	04/08/19	04/12/19	
04/08/19	04/21/19	04/22/19	04/26/19	
04/22/19	05/05/19	05/06/19	05/10/19	
05/06/19	05/12/19	05/13/19 ★	05/24/19	**ONLY 1 WEEK OF TIME**

SUMMER 2019

****ENTRY DEADLINES****

Beginning Pay Period Date:	Ending Pay Period Date:	Student Time Entry Due Before 10 AM Supervisor Approval Due Before 10 PM	Pay Date:	Comments
05/13/19	05/19/19	05/20/19	05/24/19	Summer I Begins May 15 **ONLY 1 WEEK OF TIME**
05/20/19	06/02/19	06/03/19	06/07/19	
06/03/19	06/16/19	06/17/19	06/21/19	Summer II June 7 - June 28
06/17/19	06/30/19	07/01/19	07/05/19	
07/01/19	07/14/19	07/15/19	07/19/19	
07/15/19	07/28/19	07/29/19	08/02/19	
07/29/19	08/11/19	08/12/19	08/16/19	
08/12/19	08/25/19	08/26/19	08/30/19	

"★"- Indicates this is NOT the normal entry deadline date. The deadline is a different approval date due to the end of the term or holidays.

****END OF SPRING & START OF SUMMER 1 - ONLY 1 WEEK OF TIME****

The last Spring pay period of 5/6/19 to 5/12/19 is ONLY 1 WEEK OF TIME. The following week from 5/13/19 to 5/19/19 is a summer position and this 1 WEEK OF TIME must be recorded separately. Students ending a Spring job 5/12/19 and starting a summer job 5/13/19 will have two separate 1 week time entry pay periods on-line. Please make sure that hours are recorded for each week correctly and that the BOTH deadline dates and times are met as noted above.