

## Spring/Summer 2020 Student Payroll Schedule

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

### SPRING 2020

### \*\*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
12/30/19	01/12/20	01/13/20	01/17/20	
01/13/20	01/26/20	01/27/20	01/31/20	
01/27/20	02/09/20	02/10/20	02/14/20	
02/10/20	02/23/20	02/24/20	02/28/20	
02/24/20	03/08/20	03/09/20	03/13/20	
03/09/20	03/22/20	03/23/20	03/27/20	SPRING BREAK 03/16 - 03/20
03/23/20	04/05/20	04/06/20	04/09/20*	Early due to holiday
04/06/20	04/19/20	04/20/20	04/24/20	
04/20/20	05/03/20	05/04/20	05/08/20	
05/04/20	05/10/20	05/11/20 ★	05/22/20	**ONLY 1 WEEK OF TIME**

### SUMMER 2020

### \*\*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
05/11/20	05/17/20	05/18/20	05/22/20	Summer Begins May 13 **ONLY 1 WEEK OF TIME**
05/18/20	05/31/20	06/01/20	06/05/20	
06/01/20	06/14/20	06/15/20	06/19/20	
06/15/20	06/28/20	06/29/20	07/03/20	
06/29/20	07/12/20	07/13/20	07/17/20	
07/13/20	07/26/20	07/27/20	07/31/20	
07/27/20	08/09/20	08/10/20	08/14/20	
08/10/20	08/23/20	08/24/20	08/28/20	

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

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

The last Spring pay period of 5/4/20 to 5/10/20 is ONLY 1 WEEK OF TIME. The following week from 5/11/20 to 5/17/20 is a summer position and this 1 WEEK OF TIME must be recorded separately. Students ending a Spring job 5/10/20 and starting a summer job 5/11/20 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.