



## Student Worker Payroll Periods for Spring/Summer 2021

Checks are to be picked up in the accounting office from 9 a.m. to 12 p.m. on Fridays according to the Pay Schedule. New students will receive their first check up to four weeks after they begin working depending on their start date. Time sheets should be checked and signed by the person supervising the work and sent to the Financial Aid office as soon as possible, but **NO LATER THAN THE DUE DATE LISTED BELOW.**

**\*\*\*Late time sheets are processed for the next payroll period.\*\*\***

Make sure time sheets have the supervisor's signature, student signature, student information, calculated hours worked, payroll budget number (i.e.: 100-410-6131-40), correct dates and times. Students are required by law to take a half hour break if working more than 6 hours. The break should be at the midpoint of the hours scheduled.

Payroll Period	Time Sheet Deadline	Pay Schedule
Dec. 12, 2020 – Dec. 25, 2020	Dec. 30, 2020	Jan. 8, 2021
Dec. 26, 2020 – Jan 8, 2020	Jan. 13, 2021	Jan. 22, 2021
Jan. 9, 2021 – Jan. 22, 2021	Jan. 27, 2021	Feb. 5, 2021
Jan. 23, 2021 – Feb. 5, 2021	Feb. 10, 2021	Feb. 19, 2021
Feb. 6, 2021 – Feb. 19, 2021	Feb. 24, 2021	March 5, 2021
Feb. 20, 2021 – Mar. 5, 2021	March 10, 2021	March 19, 2021
March 6, 2021 – Marc. 19, 2021	March 24, 2021	April 2, 2021
March 20, 2021 – April 2, 2021	April 7, 2021	April 16, 2021
April 3, 2021 – April 16, 2021	April 21, 2021	April 30, 2021
April 17, 2021 – April 30, 2021	May 5, 2021	May 14, 2021
May 1, 2021 – May 14, 2021	May 19, 2021	May 28, 2021
May 15, 2021 – May 28, 2021	June 2, 2021	June 11, 2021
May 29, 2021 – June 11, 2021	June 16, 2021	June 25, 2021
June 12, 2021 – June 25, 2021	June 30, 2021	July 9, 2021
June 26, 2021 – July 9, 2021	July 14, 2021	July 23, 2021
July 10, 2021 – July 23, 2021	July 28, 2021	August 6, 2021
July 24, 2021 – August 6, 2021	August 11, 2021	August 20, 2021
August 7, 2021 – August 20, 2021	August 25, 2021	Sept. 3, 2021
August 21, 2021 – Sept. 3, 2021	Sept. 8, 2021	Sept. 17, 2021

**Please Note: due to Covid 19 restrictions, payroll checks will be mailed to the address on file on the "Pay Schedule" date shown until further notice.**