

**STUDENT TEMPORARY SERVICE/COLLEGE WORK STUDY
PAYROLL SCHEDULE
FALL 2008**

<u>PAY PERIOD</u>	<u>PR #</u>	<u>APPT. FORMS</u>	<u>TIME SHEET DUE</u>	<u>CHECK DATE</u>
08/23-09/03	12	8/23/2008	9/4/2008	9/25/2008
09/04-09/17	13	9/4/2008	9/18/2008	10/9/2008
09/18-10/01	14	9/18/2008	10/2/2008	10/23/2008
10/02-10/15	15	10/2/2008	10/16/2008	11/6/2008
10/16-10/29	16	10/16/2008	10/30/2008	11/20/2008
10/30-11/12	17	10/30/2008	11/13/2008	12/4/2008
11/13-11/26	18	11/13/2008	11/27/2008	12/18/2008
11/27-12/10	19	11/27/2008	12/11/2008	1/1/2009
12/11-12/24	20	12/11/2008	12/25/2008	1/15/2009
12/25-1/7/09	21	12/25/2008	1/8/2009	1/29/2009
01/08-01/21	22	1/8/2009	1/22/2009	2/12/2009
01/22-01/23	23	1/22/2009	2/5/2009	2/26/2009

**Fall Employment is from 08/23-12/12/08
Winter Session is from 12/22/08 thru 01/23/2009**

All appointment forms (Blue Temporary Service Authorization or Financial Aid Authorization, W-4, IT2104 or IT2104E and I-9) must be on file by the due date listed.

Late submission of forms will delay payment until the following pay day.

Time sheets are due in the Payroll Office (Kehoe 904) no later than Thursday, 4:30 p.m., following the end of the pay period.

*Checks are available at College Express, Monday-Friday
Check for hours of availability.*