

**STUDENT TEMPORARY SERVICE/ COLLEGE WORK STUDY
PAYROLL SCHEDULE
SPRING 2009**

<u>PAY PERIOD</u>	<u>PR#</u>	<u>APPT FORMS</u>	<u>TIMESHEETS DUE</u>	<u>CHECK DATE</u>
01/24-02/04	23	1/24/2009	2/5/2009	2/26/2009
02/05-02/18	24	2/5/2009	2/19/2009	3/12/2009
02/19-03/04	25	2/19/2009	3/5/2009	3/26/2009
03/05-03/18	26	3/5/2009	3/19/2009	4/9/2009
03/19-04/01	1	3/19/2009	4/2/2009	4/23/2009
04/02-04/15	2	4/2/2009	4/16/2009	5/7/2009
04/16-04/29	3	4/16/2009	4/30/2009	5/21/2009
04/30-05/13	4	4/30/2009	5/14/2009	6/4/2009
05/14-05/15	5	5/14/2009	5/27/2009	6/18/2009

SPRING EMPLOYMENT IS FROM 01/24-05/15/09

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.*