

## Short-terms, Substitutes, Student Workers 2018-19 Payroll Schedule

Timesheet Pay Cycles: **July 1, 2018 – June 30, 2019**

Service periods run the 24<sup>th</sup> through the 23<sup>rd</sup>

SERVICE PERIOD	ONLINE TIMESHEET DUE TO SUPERVISOR/ DEAN	TIMESHEETS SHOULD BE REVIEWED & APPROVED BY	EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am–5 pm FISCAL SVCS WINDOW BLDG 10-A
7/01 – 7/23/18	July 23 by NOON	July 24 by NOON	August 9
7/24 – 8/23/18	Aug 23 by NOON	Aug 24 by NOON	September 10
8/24 – 9/23/18	Sept 23 by NOON	Sept 24 by NOON	October 9
9/24 – 10/23/18	Oct 23 by NOON	Oct 24 by NOON	November 9
10/24–11/23/18	Nov 21 by NOON	Nov 26 by NOON	December 10
11/24–12/23/18	Dec 20 by NOON	Jan 2 by NOON	January 9
12/24 – 1/23/19	Jan 23 by NOON	Jan 24 by NOON	February 12
1/24 – 2/23/19	Feb 23 by NOON	Feb 25 by NOON	March 11
2/24 – 3/23/19	Mar 23 by NOON	Mar 25 by NOON	April 9
3/24 – 4/23/19	Apr 23 by NOON	Apr 24 by NOON	May 9
4/24– 5/23/19	May 23 by NOON	May 24 by NOON	June 10
5/24– 6/23/19	June 23 by NOON	June 24 by NOON	July 9
<b>*6/24 – 6/30/19</b>	<b>June 30 by Noon</b>	<b>*July 1 by NOON</b>	<b>*July 15-Supp Payroll</b>

**VERY IMPORTANT:**

- Please make sure to always hit the submit button after all your hours have been entered.
- When using sick leave, sick leave is a minimum of 2 hours.
- If you are subbing, include whom you are subbing for in the notes tab and the bottom of your timesheet.
- Make sure you are not including holidays and campus-closed days when entering your hours.
- If you are submitting your timesheet after you have received deadline past email, you will need to work with your supervisor to ensure you will be paid.
- If you are receiving an error and are unable to enter your time, please contact your supervisor before the payroll deadline.
- If your timesheet was submitted and you realized you missed a day/ hours, work with your supervisor to correct your timesheet.

***\*REMINDER - Fiscal Year End Supplemental Payroll***

***Please note the service period dates when completing your timesheets and follow normal procedures according to due dates listed.***