

## SUFFOLK UNIVERSITY STUDENT PAYROLL SCHEDULE 2008

GENERAL RULE: Student employees are paid every two weeks (bi-weekly) on Fridays. The workweek ends on a Saturday (see schedule below). Any exceptions to this schedule will be sent in a memo from Payroll. TIME SHEETS are due in the usual drop boxes and in the Payroll office NO LATER than 10:30 a.m. the following Monday.

PERIOD COVERED Ending Saturday	TIMESHEET DUE 10:30 a.m. Monday	PAYDATE Friday
12/16/07-01/05/08*3 WEEKS*	01/07/08	01/11/08
01/06-01/19/08	01/18/08 *FRIDAY*	01/25/08
01/20-02/02	02/04/08	02/08/08
02/03-02/16	02/15/08 *FRIDAY*	02/22/08
02/17-03/01	03/03/08	03/07/08
03/02-03/15	03/14/08 *FRIDAY*	03/21/08
03/16-03/29	03/31/08	04/04/08
03/30-04/12	04/14/08	04/18/08
04/13-04/26	04/28/08	05/02/08
04/27-05/10	05/12/08	05/16/08
05/11-05/24	05/23/08 *FRIDAY*	05/30/08

### SUMMER SESSIONS BEGIN (FICA W/H)

05/25-06/07	06/09/08	06/13/08
06/08-06/21	06/23/08	06/27/08
**PLEASE NOTE** 06/22-06/30 *(9 Days)*	06/26/08*THURSDAY*	07/01/08 *TUESDAY*

### NEW AWARDS/AUTHORIZATIONS FROM FINANCIAL AID FOR NEW FISCAL YEAR POSTED.

#### \*\*NO JUNE TIMESHEETS ACCEPTED AFTER THIS DEADLINE\*\*

07/01-07/12 *(12 Days)*	07/14/08	07/18/08
07/13-07/26	07/28/08	08/01/08
07/27-08/09	08/11/08	08/15/08
08/10-08/23	08/25/08	08/29/08

### END OF SUMMER SESSIONS

08/24-09/06 (FICA EXEMPT)	09/08/08	09/12/08
09/07-09/20	09/22/08	09/26/08
09/21-10/04	10/06/08	10/10/08
10/05-10/18	10/20/08	10/24/08
10/19-11/01	11/03/08	11/07/08
11/02-11/15	11/17/08	11/21/08
11/16-11/29	12/01/08	12/05/08
11/30-12/13	12/15/08	12/19/08
12/14-12/27/08	01/ 05/09	01/09/09

#### HOW TO COMPLETE A STUDENT TIMESHEET:

1. Student timesheets are available from the Financial Aid office. Please complete them clearly and in ink.
2. Please fill in the time period (weeks worked) for the students to be paid. **Hours worked during a different time period must be listed on a separate timesheet.** Each timesheet submitted must coincide with the schedule listed above.
3. Fill in department name and number.
4. Use complete name of student. Do not use nicknames, abbreviations, etc. Please list names alphabetically.
5. Complete the hours worked under the appropriate day. **Students may work a maximum of 20 hours a week in all on-campus jobs during the school year, and 35 hours per week during vacation periods.** Students are paid only for hours actually worked and are **not** paid for holidays, lunch hours, sick time, vacation, or overtime.
6. Total the number of hours worked per student. Total the number of hours for the department.
7. Completed time sheets must be signed by an authorized supervisor. Supervisors must also print their name on the timesheet and fill in the date.
8. There must be no changes on the timesheet. Marked over, crossed out or lined out items will not be accepted. If an error occurs while completing a timesheet, please complete a new one.
9. Please submit the top copy of the timesheet to the payroll office. Keep the yellow copy for your records.

**NOTE: INCOMPLETE TIMESHEETS, ILLEGIBLE TIMESHEETS, OR TIMESHEETS WITH UNAUTHORIZED SIGNATURES WILL BE RETURNED TO THE SUPERVISOR RESULTING IN A DELAY OF THE STUDENT(S) PAYCHECK(S).**