

2016-2017 STUDENT PAYROLL CALENDAR

PR #	BEGIN DATE	END DATE	TIME SHEET DUE DATE	PAY CHECK DATE
1	3/24/16	4/6/16	4/8/16	4/28/16
2	4/7/16	4/20/16	4/22/16	5/12/16
3	4/21/16	5/4/16	5/6/16	5/26/16
4	5/5/16	5/18/16	5/20/16	6/9/16
5	5/19/16	6/1/16	6/3/16	6/23/16
6	6/2/16	6/15/16	6/17/16	7/7/16
7	6/16/16	6/29/16	7/1/16	7/21/16
8	6/30/16	7/13/16	7/15/16	8/4/16
9	7/14/16	7/27/16	7/29/16	8/18/16
10	7/28/16	8/10/16	8/12/16	9/1/16
11	8/11/16	8/24/16	8/26/16	9/15/16
12	8/25/16	9/7/16	9/9/16	9/29/16
13	9/8/16	9/21/16	9/23/16	10/13/16
14	9/22/16	10/5/16	10/7/16	10/27/16
15	10/6/16	10/19/16	10/21/16	11/10/16
16	10/20/16	11/2/16	11/4/16	11/23/16
17	11/3/16	11/16/16	11/18/16	12/8/16
18	11/17/16	11/30/16	12/2/16	12/22/16
19	12/1/16	12/14/16	12/16/16	1/5/17
20	12/15/16	12/28/16	12/30/16	1/19/17
21	12/29/16	1/11/17	1/13/17	2/2/17
22	1/12/17	1/25/17	1/27/17	2/16/17
23	1/26/17	2/8/17	2/10/17	3/2/17
24	2/9/17	2/22/17	2/24/17	3/16/17
25	2/23/17	3/8/17	3/10/17	3/30/17
26	3/9/17	3/22/17	3/24/17	4/13/17

I-9S/TAX AND APPT. FORMS ARE DUE 1st DAY OF PAY PERIOD!!!!

TIME SHEETS MUST BE SUBMITTED BY FRI. TO 409 CULKIN, IN A SEALED, SIGNED ENVELOPE

STUDENTS ARE LIMITED TO 20-HR WORK WEEKS WHEN CLASSES ARE IN SESSION.

STUDENTS ARE LIMITED TO 29-HR WORK WEEKS WHEN CLASSES ARE NOT IN SESSION.

SHIFTS OF 6 HOURS OR MORE MUST SHOW 30-MINUTE UNPAID BREAK.

ALL TIME WORKED MUST BE SUBMITTED WITHIN 90 DAYS OF HOURS WORKED.

INCOMPLETE/LATE TIME SHEETS WILL BE PROCESSED IN THE NEXT AVAILABLE PAYROLL.

FOR INFORMATION: Call 3641 maura.caughey@oswego.edu
