

## 2016-17 Student Payroll Schedule

PR#	Payroll Period			Deadline for Student's to Report and Submit their Work Time. Cut Off At 4:59 PM	Supervisor/Approver Deadline to Approve Student's Electronic Timesheets By End of Day	Student Pay Date
1	12/21/15	to	01/03/16	01/05/16	01/06/16	01/15/16
2	01/04/16	to	01/17/16	01/19/16	01/20/16	01/29/16
3	01/18/16	to	01/31/16	02/01/16	02/02/16	02/12/16
4	02/01/16	to	02/14/16	02/15/16	02/16/16	02/26/16
5	02/15/16	to	02/28/16	02/29/16	03/01/16	03/11/16
6	02/29/16	to	03/13/16	03/14/16	03/15/16	03/25/16
7	03/14/16	to	03/27/16	03/29/16	03/30/16	04/08/16
8	03/28/16	to	04/10/16	04/11/16	04/12/16	04/22/16
9	04/11/16	to	04/24/16	04/25/16	04/26/16	05/06/16
10	04/25/16	to	05/08/16	05/09/16	05/10/16	05/20/16
11	05/09/16	to	05/22/16	05/23/16	05/24/16	06/03/16
12	05/23/16	to	06/05/16	06/06/16	06/07/16	06/17/16
13	06/06/16	to	06/19/16	06/20/16	06/21/16	07/01/16
14	06/20/16	to	07/03/16	07/05/16	07/06/16	07/15/16
15	07/04/16	to	07/17/16	07/18/16	07/19/16	07/29/16
16	07/18/16	to	07/31/16	08/01/16	08/02/16	08/12/16
17	08/01/16	to	08/14/16	08/15/16	08/16/16	08/26/16
18	08/15/16	to	08/28/16	08/29/16	08/30/16	09/09/16
19	08/29/16	to	09/11/16	09/12/16	09/13/16	09/23/16
20	09/12/16	to	09/25/16	09/26/16	09/27/16	10/07/16
21	09/26/16	to	10/09/16	10/10/16	10/11/16	10/21/16
22	10/10/16	to	10/23/16	10/24/16	10/25/16	11/04/16
23	10/24/16	to	11/06/16	11/07/16	11/08/16	11/18/16
24	11/07/16	to	11/20/16	11/21/16	11/22/16	12/02/16
25	11/21/16	to	12/04/16	12/05/16	12/06/16	12/16/16
26	12/05/16	To	12/18/16	12/14/16	12/15/16	12/30/16
1	12/19/2016	To	01/02/17	01/03/17	01/04/17	01/13/16

\*Any changes in employment must be coordinated through On Campus Employment in the CLC. Rv 112916 vlc

**Controller's Office, 3800 Victory Pkwy Cincinnati OH 45207-4531**

**102 Schmidt Hall 513-745-3436 513-745-1093 fax ML4531**

# Maximum # of Hours a Xavier Student Employee Can Work

**During the Academic Year:** Xavier Student Employees may only work a maximum of 20 hours per week, all positions combined, during the academic year. If you work more than 1 position, you must split your 20 hours per week between your multiple positions

**During the Summer Semester:** Xavier Student Employees may only work a maximum of 25 hours per week, all positions combined, during the summer semester. If you work more than 1 position, you must split your 20 hours per week between your multiple positions.

## Web Time Entry Instructions for Student Employees

Enter your time every two weeks based on this student payroll schedule for each position you work via the University Hub.

1. go to [www.xavier.edu](http://www.xavier.edu)
2. click current students
3. click on self-service (you may need to login at this point)
4. click on the Employee Services link
5. click on Time Sheet
6. Choose Access My Time and Select
7. Choose the correct position (if you work more than one position on-campus)
8. From the drop down menu on the right, choose the correct pay period
9. Click on Time Sheet
10. Enter your time for each day – It is highly encouraged that you enter your time each day you work rather than waiting until the deadline date to enter all your hours. You can submit your time prior to the deadline just not past the deadline.
11. Save and/or Submit Your Completed Time for Approval before or by the [Payroll Schedule](#) Deadline
12. E-mail your supervisor to confirm that you've submitted your time.

See the student employee [payroll schedule](#) to determine when your time entry will be due for each pay period. **Your timesheet must be completed by 4:59 p.m. on the due date.** After 5:00 p.m. on this date, you will be locked out of your time sheet. If you get locked out, your supervisor will need to enter your hours for you. If you did not start your time sheet and are locked out, have your supervisor contact payroll to have the time sheet extracted.

**Helpful Tip 1:** Set up an Outlook reminder that can be saved to your Outlook calendar so that you will be reminded to submit your time every other Monday unless otherwise stated. See below link for instructions to do this.

**Helpful Tip 2:** View Student Payroll Web Time Entry Guidelines at the link below.

These instructions can be found at [www.xavier.edu/career/students/Web-Time-Entry-Instructions-for-Student-Workers.cfm](http://www.xavier.edu/career/students/Web-Time-Entry-Instructions-for-Student-Workers.cfm). Questions or Issues: Contact Student Employment at 745-3141.