

2012 Student - Biweekly Payroll Schedule

PR#	Payroll Period		Requisition due in the Payroll Office	Paycheck ready in the Payroll Office
1	12/12/11	to 12/25/11	01/02/12	01/06/12
2	12/26/11	to 01/08/12	01/09/12	01/20/12
3	01/09/12	to 01/22/12	01/23/12	02/03/12
4	01/23/12	to 02/05/12	02/06/12	02/17/12
5	02/06/12	to 02/19/12	02/20/12	03/02/12
6	02/20/12	to 03/04/12	03/05/12	03/16/12
7	03/05/12	to 03/18/12	03/19/12	03/30/12
8	03/19/12	to 04/01/12	04/02/12	04/13/12
9	04/02/12	to 04/15/12	04/16/12	04/27/12
10	04/16/12	to 04/29/12	04/30/12	05/11/12
11	04/30/12	to 05/13/12	05/14/12	05/25/12
12	05/14/12	to 05/27/12	05/29/12	06/08/12
13	05/28/12	to 06/10/12	06/11/12	06/22/12
14	06/11/12	to 06/24/12	06/25/12	07/06/12
15	06/25/12	to 07/08/12	07/09/12	07/20/12
16	07/09/12	to 07/22/12	07/23/12	08/03/12
17	07/23/12	to 08/05/12	08/06/12	08/17/12
18	08/06/12	to 08/19/12	08/20/12	08/31/12
19	08/20/12	to 09/02/12	09/04/12	09/14/12
20	09/03/12	to 09/16/12	09/17/12	09/28/12
21	09/17/12	to 09/30/12	10/01/12	10/12/12
22	10/01/12	to 10/14/12	10/15/12	10/26/12
23	10/15/12	to 10/28/12	10/29/12	11/09/12
24	10/29/12	to 11/11/12	11/12/12	11/21/12
25	11/12/12	to 11/25/12	11/26/12	12/07/12
26	11/26/12	to 12/09/12	12/10/12	12/21/12

Please take the following steps to insure that there will not be a delay in students receiving their paycheck:

- All requisitions must include the department budget number, student Banner ID number, and be signed by the supervisor. The requisition must also indicate the dates and times worked.
- The requisitions must be received by the Payroll Office no later than **Monday** following the last day of the payroll period. Please note the dates with adjustments for holidays.
- Any changes in employment must be coordinated through On Campus Employment in the CSC.
- Any students wishing to have their checks mailed to their home, at the end of a semester, must request it in the Controller's Office.