# XAVIER UNIVERSITY
# 2019 Student Payroll Schedule

| PR# | Payroll Period | | | Student Electronic Timesheet Deadline At 4:59 PM | Supervisor/Approver Deadline to Approve Electronic Timesheets By End of Day | Pay Date |
|---|---|---|---|---|---|---|
| 1 | 12/17/18 | to | 12/30/18 | **01/02/19** | **01/03/19** | 01/11/19 |
| 2 | 12/31/18 | to | 01/13/19 | 01/14/19 | 01/15/19 | 01/25/19 |
| 3 | 01/14/19 | to | 01/27/19 | 01/28/19 | 01/29/19 | 02/08/19 |
| 4 | 01/28/19 | to | 02/10/19 | 02/11/19 | 02/12/19 | 02/22/19 |
| 5 | 02/11/19 | to | 02/24/19 | 02/25/19 | 02/26/19 | 03/08/19 |
| 6 | 02/25/19 | to | 03/10/19 | 03/11/19 | 03/12/19 | 03/22/19 |
| 7 | 03/11/19 | to | 03/24/19 | 03/25/19 | 03/26/19 | 04/05/19 |
| 8 | 03/25/19 | to | 04/07/19 | 04/08/19 | 04/09/19 | 04/18/19 |
| 9 | 04/08/19 | to | 04/21/19 | **04/23/19** | **04/24/19** | 05/03/19 |
| 10 | 04/22/19 | to | 05/05/19 | 05/06/19 | 05/07/19 | 05/17/19 |
| 11 | 05/06/19 | to | 05/19/19 | 05/20/19 | 05/21/19 | 05/31/19 |
| 12 | 05/20/19 | to | 06/02/19 | 06/03/19 | 06/04/19 | 06/14/19 |
| 13 | 06/03/19 | to | 06/16/19 | 06/17/19 | 06/18/19 | 06/28/19 |
| 14 | 06/17/19 | to | 06/30/19 | 07/01/19 | 07/02/19 | 07/12/19 |
| 15 | 07/01/19 | to | 07/14/19 | 07/15/19 | 07/16/19 | 07/26/19 |
| 16 | 07/15/19 | to | 07/28/19 | 07/29/19 | 07/30/19 | 08/09/19 |
| 17 | 07/29/19 | to | 08/11/19 | 08/12/19 | 08/13/19 | 08/23/19 |
| 18 | 08/12/19 | to | 08/25/19 | 08/26/19 | 08/27/19 | 09/06/19 |
| 19 | 08/26/19 | to | 09/08/19 | 09/09/19 | 09/10/19 | 09/20/19 |
| 20 | 09/09/19 | to | 09/22/19 | 09/23/19 | 09/24/19 | 10/04/19 |
| 21 | 09/23/19 | to | 10/06/19 | 10/07/19 | 10/08/19 | 10/18/19 |
| 22 | 10/07/19 | to | 10/20/19 | 10/21/19 | 10/22/19 | 11/01/19 |
| 23 | 10/21/19 | to | 11/03/19 | 11/04/19 | 11/05/19 | 11/15/19 |
| 24 | 11/04/19 | to | 11/17/19 | 11/18/19 | 11/19/19 | 11/27/19 |
| 25 | 11/18/19 | to | 12/01/19 | 12/02/19 | 12/03/19 | 12/13/19 |
| 26 | 12/02/19 | to | 12/15/19 | **12/11/19** | **12/12/19** | 12/27/19 |

*Any changes in employment must be coordinated through Student Employment in Career Development.

# Congratulations on being hired as a Xavier University student employee!

Once you've completed new hire paperwork, you're eligible to begin working and you will receive an e-mail invitation to the Xavier University Student Employment Canvas course.  This Canvas course was created to help you maximize your student employment experience and will:

- serve as the Student Employment Office's primary communication vehicle to all student employees,

- provide student employee expectations, policies, resources and tips and important instructions such as how to get paid,

- and provide ongoing training and professional development important for all student employees.

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## Necessary Immediate Action - Required:

*Within two weeks of completing your new hire paperwork*,

1. Accept the Canvas e-mail invitation
2. Review the New Hire Module Information
3. Complete the New Hire Orientation Quiz
4. Complete the Cyber Security Video Training

5. Start tracking and reporting your work time daily and submit your work time every two weeks before or by the deadline according to the student employee payroll schedule.   Time should be reported via web time entry on Self-Serve Banner.  Instructions for this can be found on the Canvas Student Employment Course under the New Hire Orientation Module.

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## 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 25 hours per week between your multiple positions.

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If you have any questions or issues contact Student Employment at 745-3141.

VICKI CLARY
STUDENT EMPLOYMENT COORDINATOR

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