



## FALL 2016

PAY PERIOD START DATE:	PAY PERIOD ENDING DATE:	TIME SHEET DUE DATE:	PAY DATE:
Monday, August 22 <sup>nd</sup>	Wednesday, August 31 <sup>st</sup>	<b>Thursday, September 1<sup>st</sup></b>	Thursday, September 15 <sup>th</sup>
Thursday, September 1 <sup>st</sup>	Thursday, September 15 <sup>th</sup>	<b>Friday, September 16<sup>th</sup></b>	Friday, September 30 <sup>th</sup>
Friday, September 16 <sup>th</sup>	Friday, September 30 <sup>th</sup>	<b>Monday, October 3<sup>rd</sup></b>	Friday, October 14 <sup>th</sup>
Saturday, October 1 <sup>st</sup>	Saturday, October 15 <sup>th</sup>	<b>Monday, October 17<sup>th</sup></b>	Monday, October 31 <sup>st</sup>
Sunday, October 16 <sup>th</sup>	Monday, October 31 <sup>st</sup>	<b>Tuesday, November 1<sup>st</sup></b>	Tuesday, November 15 <sup>th</sup>
Tuesday, November 1 <sup>st</sup>	Tuesday, November 15 <sup>th</sup>	<b>Wednesday, November 16<sup>th</sup></b>	Wednesday, November 30 <sup>th</sup>
Wednesday, November 16 <sup>th</sup>	Wednesday, November 30 <sup>th</sup>	<b>Thursday, December 1<sup>st</sup></b>	Thursday, December 15 <sup>th</sup>
Thursday, December 1 <sup>st</sup>	Saturday, December 10 <sup>th</sup>	<b>Monday, December 12<sup>th</sup></b>	Friday, December 30 <sup>th</sup>

### CLOSURE DATES:

Saturday, September 3<sup>rd</sup> – Monday, September 5<sup>th</sup> Official University Holiday (Labor Day)  
 Thursday, November 24<sup>th</sup> – Saturday, November 26<sup>th</sup> Official University Holiday (Thanksgiving)  
 Monday, December 5<sup>th</sup> – Saturday, December 10<sup>th</sup> Fall 2016 Finals

\*\*Only pre-approved Student Workers can work during the week of finals\*\*

## SPRING 2017

PAY PERIOD START DATE:	PAY PERIOD ENDING DATE:	TIME SHEET DUE DATE:	PAY DATE:
Monday, January 10 <sup>th</sup>	Sunday, January 15 <sup>th</sup>	<b>Tuesday, January 17<sup>th</sup></b>	Tuesday, January 31
Monday, January 16 <sup>th</sup>	Tuesday, January 31 <sup>st</sup>	<b>Wednesday, February 1<sup>st</sup></b>	Wednesday, February 15 <sup>th</sup>
Wednesday, February 1 <sup>st</sup>	Wednesday, February 15 <sup>th</sup>	<b>Thursday, February 16<sup>th</sup></b>	Tuesday, February 28 <sup>th</sup>
Thursday, February 16 <sup>th</sup>	Tuesday, February 28 <sup>th</sup>	<b>Wednesday, March 1<sup>st</sup></b>	Wednesday, March 15 <sup>th</sup>
Wednesday, March 1 <sup>st</sup>	Wednesday, March 15 <sup>th</sup>	<b>Thursday, March 16<sup>th</sup></b>	Friday, March 31 <sup>st</sup>
Thursday, March 16 <sup>th</sup>	Friday, March 31 <sup>st</sup>	<b>Monday, April 3<sup>rd</sup></b>	Friday, April 14 <sup>th</sup>
Saturday, April 1 <sup>st</sup>	Saturday, April 15 <sup>th</sup>	<b>Monday, April 17<sup>th</sup></b>	Friday, April 28 <sup>th</sup>
Sunday, April 16 <sup>th</sup>	Sunday, April 30 <sup>th</sup>	<b>Monday, May 1<sup>st</sup></b>	Monday, May 15 <sup>th</sup>
Monday, May 1 <sup>st</sup>	Saturday, May 6 <sup>th</sup>	<b>Monday, May 8<sup>th</sup></b>	Monday, May 15 <sup>th</sup>

### CLOSURE DATES:

Monday, January 16<sup>th</sup> Official University Holiday (In Recognition of Dr. King’s Birthday)  
 Monday, February 20<sup>th</sup> Official University Holiday (President’s Day)  
 Friday, April 14<sup>th</sup> Official University Holiday (Good Friday)  
 Monday, May 1<sup>st</sup> – Saturday, May 6<sup>th</sup> Spring 2017 Finals

\*\*Only pre-approved Student Workers can work during the week of finals\*\*

**ALL DATES ARE SUBJECT TO CHANGE.**

**Student Workers are not allowed to work:**

- Unsupervised afterhours
- When the University is closed in recognition of holidays
- When the University is closed for inclement weather
- During the week of finals, unless otherwise noted



FORM <b>SWPPS</b>	ANY FALSE INFORMATION PROVIDED ON THIS FORM IS A VIOLATION OF THE POLICIES AND PROCEDURES OF THE INSTITUTION AND MAY BE PUNISHED BY THE TERMINATION OF PROGRAM PARTICIPATION.
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**SUMMER 2017**

<b>PAY PERIOD START DATE:</b>	<b>PAY PERIOD ENDING DATE:</b>	<b>TIME SHEET DUE DATE:</b>	<b>PAY DATE:</b>
Monday, May 15 <sup>th</sup>	Wednesday, May 31 <sup>st</sup>	<b>Thursday, June 1<sup>st</sup></b>	Thursday, June 15 <sup>th</sup>
Thursday, June 1 <sup>st</sup>	Thursday, June 15 <sup>th</sup>	<b>Friday, June 16<sup>th</sup></b>	Friday, June 30 <sup>th</sup>
Friday, June 16 <sup>th</sup>	Friday, June 30 <sup>th</sup>	<b>Wednesday, July 5<sup>th</sup></b>	Friday, July 14 <sup>th</sup>
Saturday, July 1 <sup>st</sup>	Saturday, July 15 <sup>th</sup>	<b>Monday, July 17<sup>th</sup></b>	Monday, July 31 <sup>st</sup>
Sunday, July 16 <sup>th</sup>	Monday, July 31 <sup>st</sup>	<b>Tuesday, August 1<sup>st</sup></b>	Tuesday, August 15 <sup>th</sup>
Tuesday, August 1 <sup>st</sup>	Friday, August 4 <sup>th</sup>	<b>Monday, August 7<sup>th</sup></b>	Tuesday, August 15 <sup>th</sup>

**IMPORTANT DATES:**

- Monday, July 3<sup>rd</sup> – Tuesday, July 4<sup>th</sup> Official University Holiday (Independence Day)
- Monday, June 19<sup>th</sup> – Friday, June 23<sup>rd</sup> Summer Session I Finals*
- Monday, July 31<sup>st</sup> – Friday, August 4<sup>th</sup> Summer Session II Finals*

\*\*Only pre-approved Student Workers can work during the week of finals\*\*

**ALL DATES ARE SUBJECT TO CHANGE.**

**Student Workers are not allowed to work:**

- Unsupervised afterhours
- When the University is closed in recognition of holidays
- When the University is closed for inclement weather
- During the week of finals, unless otherwise noted
- When classes are not in session for the semester
  - Prior to the start date
  - After the last day of finals