

HARRIS-STOWE STATE UNIVERSITY WORK STUDY
SUMMER 2015 PAYROLL SCHEDULE

<u>Pay Period Start Date</u>	<u>Pay Period Ending Date</u>	<u>Time Sheet Due Date</u>	<u>Pay Date</u>
Monday, May 18 th	- Saturday, May 30 th	Tuesday, June 2nd	Monday, June 15 th
Sunday, May 31 st	- Monday, June 15 th	Tuesday, June 16th	Tuesday, June 30 th
Tuesday, June 16 th	- Thursday, June 25 th	Monday, June 29th	Wednesday, July 15 th
<i>*Last day for Summer I Work Study is Thursday, June 25th*</i>			
Monday, June 29 th	- Wednesday, July 15 th	Thursday, July 16th	Friday, July 31 st
Thursday, July 16 th	- Saturday, August 1 st	Monday, August 3rd	Friday, August 14 th
Sunday, August 2 nd	- Thursday, August 6 th	Monday, August 10th	Monday, August 31 st
<i>*Last day for Summer II Work Study is Thursday, August 6th*</i>			

Things to Remember:

- Dates on this schedule are subject to change; be sure to check your Hornet Mail daily.
- Each pay period, you will receive a summary of how many hours have been submitted to payroll; check your Hornet Mail regularly to find out the status of your hours for each pay period.
- Incomplete time sheets will not be processed.
- Friday Pay Dates: Students who are not enrolled in *Direct Deposit* will not have their paper checks mailed out until the following Monday (or next business day).
- **All time sheets must be turned in to your Supervisor along with a copy of your current Course & Fee Statement stapled to the back of it. No exceptions.**
 - You are not allowed to work when the school is closed, including Fridays if your department is not opened on Fridays due to the Summer Schedule.
 - You are not allowed to work during scheduled class times without a written statement from your instructor that class was canceled/released early.
 - You are not allowed to work more than 15 hours per week.

SUMMER 2015 UNIVERSITY HOLIDAYS

Dates are subject to change

Monday, May 25th *Memorial Day*

Thursday, July 3rd *Independence Day*