

# STUDENT PAYROLL SCHEDULE

## Academic Year 2015-2016

Start Date	End Date	Needs Approval	Checks Available	Important Information
8/31/2015	9/12/2015	9/14/2015	9/18/2015	
9/13/2015	9/26/2015	9/28/2015	10/2/2015	
9/27/2015	10/10/2015	<b>10/9/2015</b>	10/16/2015	**Holiday--Needs Early Approval**
10/11/2015	10/24/2015	10/26/2015	10/30/2015	
10/25/2015	11/7/2015	11/9/2015	11/13/2015	
11/8/2015	11/21/2015	<b>11/20/2015</b>	11/25/2015	**Holiday--Needs Early Approval**
11/22/2015	12/5/2015	12/7/2015	12/11/2015	
12/6/2015	12/19/2015	<b>12/18/2015</b>	12/24/2015	**Holiday--Needs Early Approval**
12/20/2015	1/2/2016	1/4/2016	1/8/2016	
1/3/2016	1/16/2016	1/18/2016	1/22/2016	
1/17/2016	1/30/2016	2/1/2016	2/5/2016	
1/31/2016	2/13/2016	<b>2/12/2016</b>	2/19/2016	**Holiday--Needs Early Approval**
2/14/2016	2/27/2016	2/29/2016	3/4/2016	
2/28/2016	3/12/2016	3/14/2016	3/18/2016	
3/13/2016	3/26/2016	3/28/2016	4/1/2016	
3/27/2016	4/9/2016	4/11/2016	4/15/2016	
4/10/2016	4/23/2016	4/25/2016	4/29/2016	
4/24/2016	5/7/2016	5/9/2016	5/13/2016	
5/8/2016	5/14/2016	5/23/2016	5/27/2016	

**ATTENTION:** *If time is not approved by the "Needs Approval" date, the student will not get paid on the correct date. It is the responsibility of the student and the supervisor to make sure time is inputted and approved on the appropriate dates.*

**Effective July 1, 2015, all employees will no longer be able to submit time two weeks in the past or ahead. If you have any time to submit during this time frame, please contact your supervisor for assistance.**

**Notes:** *You can pick up your checks in the Student Financial Services Office (2nd Floor Preble Hall) Monday-Friday from 8:00 AM to 4:30 PM. You can also have your checks direct deposited to your bank, which is encouraged for your convenience.*