

Payroll Calendar Worksheet									Department Time Entry		Time	
Semester	Year	Pay ID and Title		Pay No	POM	Start Date	End Date	Check Date	From Date	To Date	Stop Time Entry	
Fall	2011	ST	Student	23	1	10/16/2011	10/29/2011	11/10/2011	10/18/2011	11/1/2011	10:00	AM
Fall	2011	ST	Student	24	2	10/30/2011	11/12/2011	11/23/2011	11/1/2011	11/15/2011	10:00	AM
Fall	2011	ST	Student	25	1	11/13/2011	11/26/2011	12/8/2011	11/15/2011	11/29/2011	10:00	AM
Fall	2011	ST	Student	26	2	11/27/2011	12/10/2011	12/22/2011	11/29/2011	12/13/2011	10:00	AM
Fall/Spring	2012	ST	Student	1	1	12/11/2011	12/24/2011	1/5/2012	12/13/2011	12/16/2011	4:30	PM
Spring	2012	ST	Student	2	2	12/25/2011	1/7/2012	1/19/2012	12/27/2011	1/10/2012	10:00	AM
Spring	2012	ST	Student	3	1	1/8/2012	1/21/2012	2/2/2012	1/10/2012	1/24/2012	10:00	AM
Spring	2012	ST	Student	4	2	1/22/2012	2/4/2012	2/16/2012	1/24/2012	2/7/2012	10:00	AM
Spring	2012	ST	Student	5	1	2/5/2012	2/18/2012	3/1/2012	2/7/2012	2/21/2012	10:00	AM
Spring	2012	ST	Student	6	2	2/19/2012	3/3/2012	3/15/2012	2/21/2012	3/6/2012	10:00	AM
Spring	2012	ST	Student	7	3	3/4/2012	3/17/2012	3/29/2012	3/6/2012	3/20/2012	10:00	AM
Spring	2012	ST	Student	8	1	3/18/2012	3/31/2012	4/12/2012	3/20/2012	4/3/2012	10:00	AM
Spring	2012	ST	Student	9	2	4/1/2012	4/14/2012	4/26/2012	4/3/2012	4/17/2012	10:00	AM
Spring	2012	ST	Student	10	1	4/15/2012	4/28/2012	5/10/2012	4/17/2012	5/1/2012	10:00	AM
Spring/Sum	2012	ST	Student	11	2	4/29/2012	5/12/2012	5/24/2012	5/1/2012	5/15/2012	10:00	AM
Summer	2012	ST	Student	12	1	5/13/2012	5/26/2012	6/7/2012	5/15/2012	5/30/2012	10:00	AM
Summer	2012	ST	Student	13	2	5/27/2012	6/9/2012	6/21/2012	5/29/2012	6/12/2012	10:00	AM
Summer	2012	ST	Student	14	1	6/10/2012	6/23/2012	7/5/2012	6/12/2012	6/26/2012	10:00	AM
Summer	2012	ST	Student	15	2	6/24/2012	7/7/2012	7/19/2012	6/26/2012	7/10/2012	10:00	AM
Summer	2012	ST	Student	16	1	7/8/2012	7/21/2012	8/2/2012	7/10/2012	7/24/2012	10:00	AM
Summer	2012	ST	Student	17	2	7/22/2012	8/4/2012	8/16/2012	7/24/2012	8/7/2012	10:00	AM
Fall	2012	ST	Student	18	3	8/5/2012	8/18/2012	8/30/2012	8/7/2012	8/21/2012	10:00	AM
Fall	2012	ST	Student	19	1	8/19/2012	9/1/2012	9/13/2012	8/21/2012	9/5/2012	10:00	AM
Fall	2012	ST	Student	20	2	9/2/2012	9/15/2012	9/27/2012	9/4/2012	9/18/2012	10:00	AM
Fall	2012	ST	Student	21	1	9/16/2012	9/29/2012	10/11/2012	9/18/2012	10/2/2012	10:00	AM
Fall	2012	ST	Student	22	2	9/30/2012	10/13/2012	10/25/2012	10/2/2012	10/16/2012	10:00	AM
Fall	2012	ST	Student	23	1	10/14/2012	10/27/2012	11/8/2012	10/16/2012	10/30/2012	10:00	AM
Fall	2012	ST	Student	24	2	10/28/2012	11/10/2012	11/21/2012	10/30/2012	11/13/2012	10:00	AM
Fall	2012	ST	Student	25	1	11/11/2012	11/24/2012	12/6/2012	11/13/2012	11/27/2012	10:00	AM
Fall	2012	ST	Student	26	2	11/25/2012	12/8/2012	12/20/2012	11/27/2012	12/11/2012	10:00	AM
Fall/Spring	2013	ST	Student	1	1	12/9/2012	12/22/2012	1/3/2013	12/11/2012	12/16/2012	4:30	PM

ALL HIRING DOCUMENTS FOR THE STUDENTS NEED TO BE RECEIVED IN THE STUDENT EMPLOYMENT OFFICE TWO DAYS BEFORE THE START DATE OF THE PAY PERIOD.

- * Due to semester end, the first week of ST1 requires eligibility for fall semester and second week requires eligibility for spring semester.
- * Due to semester end, the first week of ST11 requires eligibility for Spring semester and second week requires eligibility for summer semester.

Fall 11 Semester runs through ST18 to the first week of ST1
Spring 12 Semester runs through second week of ST1* to the first week of ST11
Summer 12 Semester runs through second week of ST11 to ST17

Make note that we do not split payrolls crossing semesters, only enter one time entry submission for the payrolls

