

MEMORANDUM

TO: Student Employees and Supervisors
FROM: Kim Christofferson
Director of Human Resources
DATE: April 20, 2011
RE: Student Time Reports and Pay Periods for 2011 - 2012

Please post this schedule in your department so that it is available for future reference. Time reports **MUST be turned in on the due date in order for payroll to be processed on time.**

Time reports must be filled out completely with Student ID and Campus Box number. A W-4 and an I-9 (with two proofs of identity) must be filed in the Human Resources Office, Old Main 204, at the start of your employment with the College. **It is not necessary to file these documents every year unless you have a change to report.**

MONTH	PERIOD COVERED	TIME REPORTS DUE	CHECKS ISSUED
JULY	6/25 to 7/29	8/1	8/10
AUGUST	7/30 to 8/26	8/29	9/9
SEPTEMBER	8/27 to 9/30	10/3	10/10
OCTOBER	10/1 to 10/28	10/31	11/10
NOVEMBER	10/29 to 11/25	11/28	12/9
DECEMBER	11/26 to 12/30	12/22/2011	1/10/2012
JANUARY, 2012	12/31 to 1/27/2012	1/30	2/10
FEBRUARY	1/28 to 2/24	2/27	3/9
MARCH	2/25 to 3/30	3/30	4/10
APRIL	3/31 to 4/27	4/30	5/10
MAY	4/28 to 5/25	5/28	6/8
JUNE	5/26 to 6/29	7/2	7/10