

MEMORANDUM

TO: Department/Agency Supervisors

FROM: Katherine Trovato
Financial Aid Counselor

DATE: April 2010

Subject: Summer Employment (Begins Thurs. May 13, 2010)

The last pay period for the 2009-2010 Academic Year Work-Study Program will end on Wed. May 12, 2010. Summer employment begins Thurs. May 13, 2010.

The students are required to fill-out 2010 Summer Referral form and application, which are available in the financial aid office. These forms must be completed and returned to my office before the student begins working.

PLEASE NOTE:

In order for students to be considered for summer employment, they must meet the following criteria.

- 1) A COMPLETED 2010-2011 FAFSA (FINANCIAL AID APPLICATION) AND ALL REQUIRED DOCUMENTS ON FILE.**
- 2) THE STUDENT MUST BE ENROLLED FOR THE FALL SEMESTER.**

Under no circumstances can students employed by Saint Peter's College on campus departments work more than 6 ½ hours a day, not to exceed 28 hours per week. Any student working more than 5 consecutive hours must take at least a one-half hour break, and this must be recorded on the time card.

Students are not paid for lunch hours, vacation days, or holidays. They are paid only for hours actually worked. Timecards are due by 12:00 noon on due dates. Students are responsible for entering their time on SPIRIT and supervisors must approve their hours on SPIRIT.

If you have any questions or concerns, please contact me at the Student Financial Aid Office at (201)761-6064 or ktrovato@spc.edu.

Thank You

STUDENT PAYROLL SCHEDULE

SUMMER 2010

PAY PERIOD BEGINS	PAY PERIOD ENDS	TIMECARDS DUE	PAYDAY
THURS.MAY 13	WED.MAY 26	WED..MAY 26	FRI.JUNE 4
THURS.MAY 27	WED.JUNE 9	WED.JUNE 9	THURS.JUNE 17
THURS.JUNE 10	WED.JUNE 23	WED.JUNE 23	THURS.JULY 1
THURS.JUNE 24	WED.JULY 7	WED.JULY 7	THURS.JULY 15
THURS.JULY 8	WED.JULY 21	WED.JULY 21	THURS.JULY 29
THURS.JULY 22	WED.AUG 4	WED.AUG 4	FRI.AUG 13
THURS.AUG 5	WED.AUG 18	WED.AUG 18	FRI.AUG 27

.....

Under no circumstances can students employed by Saint Peter's College on campus departments work more than 6 ½ hours a day, not to exceed 28 hours per week.

Any student working more than 5 consecutive hours must take at least a one half hour break, and this must be recorded on the timecard.

Students are not paid for lunch hours, vacation days, or holidays. They are paid only for hours actually worked.

Timecards are due by 12:00 noon on due dates.

Students must enter time on SPIRIT on Wednesday

Supervisors must approve time on SPIRIT on Thursday

Time received late will not be processed until the following paycycle.

