

SAINT PETER'S COLLEGE
STUDENT FINANCIAL AID OFFICE
STUDENT PAYROLL SCHEDULE

SPRING 2010

<i>PAY PERIOD BEGINS</i>	<i>WEB-TIME ENTRY DUE FOR STUDENTS AT 11:30PM</i>	<i>PAY PERIOD ENDS SUPERVISOR APPROVAL AT 11:30PM</i>	<i>PAYDAY</i>
THURS DEC 24	TUES.JAN 5	WED.JAN 6	FRI.JAN 15
THURS JAN 7	TUES.JAN 19	WED.JAN 20	FRI.JAN 29
THURS.JAN 21	TUES.FEB 2	WED.FEB 3	FRI.FEB 12
THURS.FEB 4	TUES.FEB16	WED.FEB 17	FRI.FEB 26
THURS.FEB 18	TUES.MAR 2	WED.MAR 3	FRI.MAR 12
THURS. MAR 4	TUES.MAR 16	WED.MAR17	FRI.MAR 26
THURS.MAR 18	TUES.MAR 30	WED.MAR 31	FRI..APR 9
THURS.APR 1	TUES.APR 13	WED.APR 14	FRI.APR 23
THURS.APR 15	TUES.APR 27	WED.APR 28	FRI.MAY 7
THURS.APR 29	TUES.MAY 12	WED.MAY 13	FRI.MAY 21

ENTERING YOUR OWN TIME VIA **SPIRIT ONLINE**-WORK-STUDY STUDENTS

- Your pay-period ends on a **WEDNESDAY**.
- Your timesheet must be completed and submitted by **11:30PM** on the **TUESDAY** before the pay period ends.
- Your supervisor has until **11:30PM** on **WEDNESDAY** to approve your timesheet.
- Payroll is completed and distributed on the following **FRIDAY**.

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 15 hours per week.

Any student working more than 5 consecutive hours must take at least a one-half hour break. Students are not paid for lunch hours, vacation days, or holidays. They are paid only for hours actually worked.