

STUDENT PAYROLL CALENDAR

Academic Year 2016-17

BW	Work Start Date	Work End Date	Time Sheet DEADLINE (Students: 12 noon Approvers: 5:00 pm)	Pay Date	Notes
20	08/22/16	09/04/16	09/02/16	09/09/16	Last day summer work: 8/28/16 Academic yr jobs start 8/29 /16 TS ARE DUE FRI - 9/02 DUE TO LABOR DAY
21	09/05/16	09/18/16	09/19/16	09/23/16	
22	09/19/16	10/02/16	10/03/16	10/07/16	
23	10/03/16	10/16/16	10/17/16	10/21/16	October Break (10/14 5:30PM -10/23) Academic yr positions remain open
24	10/17/16	10/30/16	10/31/16	11/04/16	
25	10/31/16	11/13/16	11/14/16	11/18/16	
26	11/14/16	11/27/16	11/28/16	12/02/16	
27	11/28/16	12/11/16	12/12/16	12/16/16	
28	12/12/16	12/25/16	12/16/16 Academic positions close	12/22/16 or TBD	Time sheets due by 12pm - Friday 12/16, students to estimate hrs after 12PM on 12/16 ; Academic positions close 12/16
1	12/26/16	01/08/17	01/09/17	01/13/17	Winter Break (12/17-01/24) *Academic yr positions closed. Break hires REQUIRED
2	01/09/17	01/22/17	01/23/17	01/27/17	
3	01/23/17	02/05/17	02/06/17	02/10/17	
4	02/06/17	02/19/17	02/20/17	02/24/17	
5	02/20/17	03/05/17	03/06/17	03/10/17	
6	03/06/16	03/19/17	03/20/17	03/24/17	Spring Break (3/10 5:30pm -3/26) Submit TS before leaving campus *Academic yr positions closed.
7	03/20/17	04/02/17	04/03/17	04/07/17	
8	04/03/17	04/16/17	04/17/17	04/21/17	
9	04/17/17	04/30/17	05/01/17	05/05/17	
10	05/01/17	05/14/17	05/15/17	05/19/17	
11	05/15/17	05/28/17	05/29/17	06/02/17	Academic yr positions close 5/23

* During breaks, students cannot work their academic job and must be placed in a break position in order to work during an academic recess. Departments may fund a position and hire students by submitting an On-Campus Break Job request through JobX.