

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 | 12/08/2016 Early submission | 12/16/16 | Time sheets due by 12pm - Thurs 12/8, students to estimate hrs after 12PM 12/8 to 12/11/16 |
| 28 | 12/12/16 | 12/25/16 | 12/16/16 Academic positions close | 12/22/16 | Time sheets due by 12pm - Friday 12/16, students to estimate hrs after 12PM ; 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 Winter Break positions: 1/3 - 1/24 |
| 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.