

# ANDERSON UNIVERSITY

## BIWEEKLY PAYROLL SCHEDULE

FISCAL YEAR 2017-18

		Student Employment		PAYROLL
		Requisitions Due*	Payroll Authorization	FUNDS
<u>PAYROLL PERIOD</u>		*1 wk prior to 1st day work	<u>DUE - 10 A.M.-Exceptions</u>	<u>RELEASED</u>
MAY 14 - MAY 27	1ST SUMM STDT	MAY 08	MAY 30*	JUN 02
MAY 28 - JUN 10		MAY 22	JUN 12	JUN 16
JUN 11 - JUN 24		JUN 05	JUN 26	JUN 30
JUN 25 - JUL 08		JUN 19	JUL 10	JUL 14
JUL 09 - JUL 22		JUL 03	JUL 24	JUL 28
JUL 23 - AUG 05		JUL 17	AUG 07	AUG 11
AUG 06 - AUG 19	LAST SUMM STDT	JUL 31	AUG 21	AUG 25
AUG 20- SEPT 02	1st Pay - SEM I - FWS STDT	AUG 14	SEP 01*	SEP 08
SEPT 03- SEPT 16		AUG 28	SEP 18	SEP 22
SEPT 17-SEPT 30		SEP 11	OCT 02	OCT 06
OCT 01 - OCT 14		SEP 25	OCT 16	OCT 20
OCT 15- OCT 28		OCT 09	OCT 30	NOV 03
OCT 29- NOV 11		OCT 23	NOV 13	NOV 17
NOV 12 - Nov 25		NOV 06	NOV 27	DEC 01
NOV 26 - DEC 09		NOV 20	DEC 11	DEC 15
DEC 10 - DEC 23		DEC 04	DEC 22*	DEC 29
DEC 24- JAN 06, 2018		DEC 18	JAN 08	JAN 12
JAN 07- JAN 20	1st Pay - SEM II	JAN 02*	JAN 22	JAN 26
JAN 21 - FEB 03		JAN 15	FEB 05	FEB 09
FEB 04- FEB 17		JAN 29	FEB 19	FEB 23
FEB 18- MAR 03		FEB 12	MAR 5	MAR 09
MAR 04 - MAR 17		FEB 26	MAR 19	MAR 23
MAR 18- MAR 31		MAR 12	APR 02	APR 06
APR 01- APR 14		MAR 26	APR 16	APR 20
APR 15- APR 28		APR 09	APR 30	MAY 04
APR 29 - May 12**	LAST FWS STDT Pay**	APR 23	MAY 14	May 18

\*DATE MODIFIED BECAUSE OF HOLIDAY OR VACATION CONFLICT

\*\*Off Campus Agencies: LAST DAY FWS STUDENT EMPLOYMENT IS MAY 4, 2018

**PLEASE NOTE--**ALL Student Employment Requisitions are due in HR by 5:00 p.m. on date specified above OR 1 week prior to first day of work in order to clock in using Time & Labor computerize web clock. Dates are subject to change.

\* NO PAY ADVANCE UNLESS IT IS THE ERROR OF THE BUSINESS OFFICE OR HUMAN RESOURCES

\* IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Kathy Young (X4134) IN HUMAN RESOURCES

Time Card Conversion	MINUTES to tenths		Student Employment Dates:			
			From:	To:		
0-5	0	30-35	.5	Summer 2017	May 14	Aug. 19
6-11	.1	36-41	.6	Sem. I 2017-18	Aug. 20	Jan. 6, 2018
12-17	.2	42-47	.7	Sem. II 2017-18	Jan. 7, 2018	May 12, 2018**
18-23	.3	48-53	.8	** Last Day to work for FWS at Off Campus Agency: May 04, 2018		
24-29	.4	54-59	.9			

### TIME AND LABOR PROCESS DEADLINES:

1. EXCEPTIONS RUN BY 10 A.M.
2. Timesheets reviewed, additions and corrections made and submitted by 10 A.M.
3. Payable Time Approved by 12 noon
4. Final Deadline 2 p.m.