

STUDENT EMPLOYEE PAY PERIOD SCHEDULE  
 July 2004 – June 2005  
 (State employee)

PAY PERIOD	INCLUSIVE DATES	*PAY DAY
July	June 20 – July 19	August 4
August	July 20 – August 19	September 3
September	August 20 – September 19	October 4
October	September 20 – October 19	November 4
November	October 20 – November 19	December 3
December	November 20 – December 19	January 4
January	December 20 – January 19	February 4
February	January 20 – February 19	March 4
March	February 20 – March 19	April 4
April	March 20 – April 19	May 4
May	April 20 – May 19	June 3
June	May 20 – June 19	July 1

**\*Pay Periods/Pay Days**

Pay periods run from the 20<sup>th</sup> of the month to the 19<sup>th</sup> of the following month. Paydays are on the 4<sup>th</sup> of the month following the close of the pay period. If the 4<sup>th</sup> falls on a weekend, the payday is usually the Friday before.

**Time Sheets**

Time sheets are obtained through your department and **must be turned in by the deadline established by your department.** Failure to meet the deadline will result in a late paycheck.

**PAY CHECKS WILL BE AVAILABLE AT  
 CASHIERING, ROOM 212, KENDALL HALL  
 ON PAY DAY  
 8:00 AM TO 5:00 PM  
 (JUNE-AUGUST 7:00 AM TO 4:30 PM)**