Student Payroll: December 2017 Timeline

Pay period = 12/01/2017 through 12/31/2017

***Please contact Alison Christensen via email by 12/8/2017 if you will have students working during the campus closure (12/23 through 12/31)***

Early submission for students finished working on or before 12/7

**Thursday, 12/7/2017**
- All hours worked 12/1 – 12/7 must be submitted by 4:30pm
- 4:30pm – Payroll runs Time Admin

**Friday, 12/8/2017**
- All Manage Exceptions and Time Approvals for all hours worked 12/1 – 12/7 should be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

Early submission for students finished working on or before 12/14

**Thursday, 12/14/2017**
- All hours worked 12/1 – 12/14 must be submitted by 4:30pm
- 4:30pm – Payroll runs Time Admin

**Friday, 12/15/17**
- All Manage Exceptions and Time Approvals for all hours worked 12/1 – 12/14 must be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

Early submission for students finished working on or before 12/21

**Thursday, 12/21/2017**
- All hours worked 12/1 – 12/21 must be submitted by 4:30pm
- 4:30pm – Payroll runs Time Admin

**Friday, 12/22/17**
- All Manage Exceptions and Time Approvals for all hours worked 12/1 – 12/21 must be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

Regular submission for students working during campus closure through 12/31

**Tuesday, January 2, 2018**
- All hours worked 12/1 – 12/31 must be entered by 10:00am
- **Contact Jessica Gutierrez via email to run Time Admin (email must include GroupID)**
- All Manage Exceptions and Time Approvals must be completed by close of business
- Coordinate with Jessica Gutierrez if discrepancies are discovered
  - Add’l run requests for Time Admin done via email and must include GroupID

**Wednesday, January 3, 2018**
- Payroll requests all December 2017 pay for January 10th payday
  - All late timesheets must be submitted normally

**Thursday, January 4, 2018**
- Timesheets due to Student Employment