



## Student Payroll Schedule *Spring 2023*

Payroll changes due to Human Resources	Approval due by 3 p.m.	Short turnaround Holiday/Bank Holiday Week	Deposited
1/5/2023	1/9/2023		1/13/2023
1/19/2023	1/23/2023		1/27/2023
2/2/2023	2/6/2023		2/10/2023
2/16/2023	2/20/2023		2/24/2023
3/2/2023	3/6/2023		3/10/2023
3/16/2023	3/20/2023		3/24/2023
3/30/2023	4/3/2023		4/7/2023
4/13/2023	4/17/2023		4/21/2023
4/27/2023	5/1/2023		5/5/2023
5/11/2023	5/15/2023		5/19/2023
5/25/2023	5/29/2023		6/2/2023

Have your Supervisor update your PayCor hours with any missed punches or department transfer updates. Once updated Supervisors please approve the time.

Complete the manual timesheet with your proper name and Jewell ID number. Then submit the timesheet to your supervisor. Please deposit completed timesheets at Payroll.