

# PAYROLL TIMESHEET SCHEDULE

## \*\*2019 Spring Student Workers

### Time Sheets

Pay Period	Due/Verified	CHECKS
Ends	3:00 P.M.	DISTRIBUTED
DEC 31	<b>JAN 3</b>	-- JAN 10, 2019
JAN 31	<b>FEB 4</b>	-- Feb 11, 2019
FEB 28	<b>MAR 4</b>	-- MAR 11, 2019
MAR 31	<b>APR 2</b>	-- APR 09, 2019
APR 30	<b>MAY 2</b>	-- MAY 09, 2019
Final Spring	MAY 18	<b>MAY 20</b> -- <b>MAY 24, 2019</b>
1rst Summer	JUN 01	<b>JUN 03</b> -- <b>JUN 07, 2019</b>

### **\*\*\* PLEASE NOTE \*\*\***

**PLEASE** have your Supervisor update your Time Force hours with any missed punches or department transfer updates.

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