

# Summer Pay Schedule 2018

# of Weeks	Begins	Ends	Timesheet Due by 5 PM	Checks Issued
2	May 7th (Monday)	May 19th	May 21st	<b>May 25th (Friday)</b>
3	May 20th	June 9th	June 11th	June 18th
3	June 10th	June 30th	July 2nd	July 9th
2	July 1st	July 14th	July 16th	July 23rd
2	July 15th	July 28th	July 30th	August 6th
2	July 29th	August 11th	August 13th	August 20th
1.5	August 12th	August 20th (Monday)	August 24th (Friday)	<b>August 31st (Friday)</b>

\*Checks are issued on May 25<sup>th</sup> due to Memorial Day and August 31<sup>st</sup> due to Labor Day when banks are closed.

## Important Payroll Information

A 40% **payroll deduction** will take effect the first pay period of the summer for students who have a balance on their student account until the balance is paid in full. If the deduction covers more than the balance, then a refund will be issued by the Student Service Center.

**Overtime** occurs when a student works more than 40 hours in a week (Sunday through Saturday). *It is the responsibility of the supervisor and the student to monitor hours in order to ensure Labor departments maintain allocated budgets.*

**A note to supervisors and students:** The Labor Program Office strongly encourages students to take a two week vacation. The two weeks can be spanned over the duration of the Summer.