

Pay Schedule Fall Term 2018

# Weeks	Begins	Ends	Timesheets & Direct Deposit Info Changes Due in Payroll Office	Checks Issued
2.5	Aug. 21 st (Tues)	Sept. 8 th	Sept. 10 th	Sept. 17 th
** Last Day to be released from a position is August 28th.				
3	Sept. 9 th	Sept. 29 th	Oct. 1 st	Oct. 9 th (Tues)
4	Sept. 30 th	Oct. 27 th	Oct. 29 th	Nov. 5 th
4	Oct. 28 th	Nov. 24 ^{th**}	Nov. 26 th	Dec. 3 rd
3	Nov. 25 th	Dec. 15 th	Dec. 17 th	Dec. 24 th
**Includes Thanksgiving Break (November 21st - 24th).				
Christmas Break				
	Dec. 16 th	Jan. 6 th	Jan 7 th	Jan. 14 th

Required Hours for Fall Term

Each student at Berea College is required to complete a minimum of ten hours a week and adhere to the work schedule as required by the position and arranged with the supervisor. Depending on the labor contract signed, the total hours will accrue as indicated below:

Target Hours per Pay Period by Contracted Hours						
<i>Pay Period</i>	<i>5</i>	<i>10</i>	<i>12</i>	<i>15</i>	<i>20</i>	<i>25</i>
<i>08/21-09/08</i>	14-15	28-31	34	42	56	70
<i>09/09-09/29</i>	29-31	58-64	70	87	116	145
<i>09/30-10/27</i>	48-52	96-106	115	144	192	240
<i>10/28-11/24</i>	65-71	130-143	156	195	260	325
<i>11/25-12/15</i>	80-88	160-176	192	240	320	400

The first number is the minimum expectation hours and the last number is the maximum allocated hours for the position. For 12 hours or more the minimum and the maximum hours are the same. ***Note: 160 hours is the expected hours needed by the end of term.** Students are expected to work through the end of the term, regardless of the number of hours accrued. Failure to do so may result in disciplinary action, including labor probation and may have an impact on the student's labor evaluation.

Labor Breaks

Mountain Day (Oct 17th): Labor is dismissed unless students are essential to a department's operation.
Thanksgiving & Christmas Holidays: Labor is dismissed unless students are essential and a special contract is signed.

Reading Period & Final Exams: Students work as usual.