

Summer Pay Schedule 2019

# of Weeks	Begins	Ends	Timesheet Due by 5 PM	Checks Issued
2	May 6 th (Monday)	May 18 th	May 20 th	May 24th (Friday)
3	May 19 th	June 8 th	June 10 th	June 17 th
3	June 9 th	June 30 th	July 1 st	July 8 th
2	July 1 st	July 13 th	July 15 th	July 22 nd
2	July 14 th	July 27 th	July 29 th	August 5 th
2	July 28 th	August 10 th	August 12 th	August 19 th
1.5	August 11 th	August 19 th (Monday)	August 23 rd (Friday)	August 30th (Friday)

Checks are issued on May 24th due to Memorial Day and August 30th due to Labor Day when banks are closed.

Important Payroll Information

As stated in the Tools Handbook: A **paid** fifteen (15) minute break is required for students working four (4) consecutive hours and an **unpaid** thirty (30) minute meal break is required for students working at or beyond five (5) consecutive hours a day. ****Students are expected to clock out when taking the 30-minute meal break.****

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 department's allocated budgets.***

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