

## Pay Schedule Spring Term 2020

# Weeks	Begins	Ends	Timesheets & Direct Deposit Info Changes Due in Payroll Office	Checks Issued
3	Jan 6 <sup>th</sup>	Jan 25 <sup>th</sup>	Jan 27 <sup>st</sup>	Feb 3 <sup>rd</sup>
<b>** Last Day to be released from a position is January 13<sup>th</sup>.</b>				
3	Jan 26 <sup>th</sup>	Feb 15 <sup>th</sup>	Feb 17 <sup>th</sup>	Feb 24 <sup>th</sup>
4	Feb 16 <sup>th</sup>	March 14 <sup>th**</sup>	March 16 <sup>th</sup>	March 23 <sup>rd</sup>
4	March 15 <sup>th</sup>	April 11 <sup>th</sup>	April 13 <sup>th</sup>	April 20 <sup>th</sup>
3	April 12 <sup>th</sup>	May 3 <sup>rd</sup>	May 4 <sup>th</sup>	May 11 <sup>th</sup>
<b>**Includes Spring Break (March 2<sup>nd</sup> - 8<sup>th</sup>)</b>				

### Required Hours for Spring 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:

<b>Target Hours per Pay Period by Contracted Hours</b>						
<i>Pay Period</i>	<i>5 hrs</i>	<i>10 hrs</i>	<i>12 hrs</i>	<i>15 hrs</i>	<i>20 hrs</i>	<i>25hrs</i>
01/06-01/25	15 -17	30 -33	36	45	60	75
01/26-02/15	30-33	65 -67	71	90	120	150
02/16-03/14	45 -49	98 -100	107	135	180	225
3/15-04/11	64 -69	139 -143	152	192	256	320
04/12-05/03	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 5 & 10 hours per week positions. **\*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

**Labor Day (March 31<sup>st</sup>):** Labor is dismissed unless students are essential to a department's operation.  
**Spring Break (March 02 - 08):** Labor is dismissed unless students are essential and a special contract is signed.  
**Reading Period & Final Exams:** Students work as usual.