

Revised Summer Pay Schedule 2020

# of Weeks	Begins	Ends	Timesheet Due by 5 PM	Checks Issued
2	Monday, May 4 th	May 16 th	May 18 th	Friday, May 22 nd
3	May 17 th	June 6 th	June 8 th	June 15 th
3.3	June 7 th	June 30 th	July 1 st	July 8 th
2	July 1 st	July 11 th	July 13 th	July 20 th
2	July 12 th	July 25 th	July 27 th	August 3 rd
2	July 26 th	August 10 th (Monday)	August 14 th (Friday)	August 21 st (Friday)

**Checks are issued on May 22th due to Memorial 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 a two week vacation. The two weeks can be spanned over the duration of the Summer.