



Student Payroll Pay Schedule Spring 2012/ Summer I 2012

| Pay Period Start - End | Student Enter Hours & Sign By | Supervisor Approve By | Pay Date |
|-----------------------------------|--|----------------------------------|-------------------|
| 12/17 - 12/30/11 | Thursday, 12/29/11 By 12mid. | Friday, 12/30/11 Noon | Friday 1/13/12 |
| 12/31 - 1/13/12 | Thursday, 1/12/12 By 12mid. | Friday, 1/13/12 By Noon | Friday 1/27/12 |
| 1/14 - 1/27/12 | Friday 1/27/12 By 12mid. | Monday 1/30/12 By Noon | Friday 2/10/12 |
| 1/28 - 2/10/12 | Friday 2/10/12 By 12mid. | Monday 2/13/12 By Noon | Friday 2/24/12 |
| 2/11 - 2/24/12 | Friday 2/24/12 By 12mid. | Monday 2/27/12 By Noon | Friday 3/9/12 |
| 2/25 - 3/09/12 | Friday 3/09/12 By 12mid. | Monday 3/12/12 By Noon | Friday 3/23/12 |
| 3/10 - 3/23/12 | Friday 3/23/12 By 12mid. | Monday 3/26/12 By Noon | Friday 4/6/12 |
| 3/24 - 4/06/12 | Friday 4/06/12 By 12mid. | Monday 4/09/12 By Noon | Friday 4/20/12 |
| 4/07 - 4/20/12 | Friday 4/20/12 By 12mid. | Monday 4/23/12 By Noon | Friday 5/4/12 |
| 4/21 - 5/04/12 | Friday 5/04/12 By 12mid. | Monday 5/07/12 By Noon | Friday 5/18/12 |
| 5/05 - 5/18/12 | Friday 5/18/12 By 12mid. | Monday 5/21/12 By Noon | Friday 6/1/12 |
| 5/19 - 6/01/12 | Friday 6/01/12 By 12mid. | Monday 6/04/12 By Noon | Friday 6/15/12 |
| 6/02 - 6/15/12 | Friday 6/15/12 By 12mid. | Monday 6/18/12 By Noon | Friday 6/29/12 |

Shaded Boxes are a change to normal schedule due to holidays

Payments are made based on Pay Period (current and older hours) AND if entry and approval deadlines are met
Late entries and approvals are paid on the next available pay date.

GRADUATE ASSISTANTS

Fall Stipends will be paid in 10 payments beginning 9/23/11 and ending 1/27/12
Spring Stipends will be paid in 10 payments beginning 2/10/12 and ending 6/15/2012

Contact Info:

Student Payroll - Kemp Building, Phone 610-683-1353 Option #2 - Fax 610-683-4881
stupyr1@kutztown.edu

Please check the Student Payroll website periodically for any updates or changes to this schedule!

The Student Payroll website is the place to find E-time instructions, assorted payroll documents and frequently asked questions.