



Student Payroll Pay Schedule Summer II 2011 / Fall 2011

Pay Period Start - End	Student Enter Hours & Sign By	Supervisor Approve By	Pay Date
6/18 - 7/01/11	Thursday 6/30/11 By 12mid.	Friday 7/01/11 Noon	Friday 7/15/11
7/02 - 7/15/11	Friday 7/15/11 By 12mid.	Monday 7/18/11 By Noon	Friday 7/29/11
7/16 - 7/29/11	Friday 7/29/11 By 12mid.	Monday 8/01/11 By Noon	Friday 8/12/11
7/30 - 8/12/11	Friday 8/12/11 By 12mid.	Monday 8/15/11 By Noon	Friday 8/26/11
8/13 - 8/26/11	Friday 8/26/11 By 12mid.	Monday 8/29/11 By Noon	Friday 9/9/11
8/27 - 9/09/11	Friday 9/09/11 By 12mid.	Monday 9/12/11 By Noon	Friday 9/23/11
9/10 - 9/23/11	Friday 9/23/11 By 12mid.	Monday 9/26/11 By Noon	Friday 10/7/11
9/24 - 10/07/11	Friday 10/07/11 By 12mid.	Monday 10/10/11 By Noon	Friday 10/21/11
10/08 - 10/21/11	Friday 10/21/11 By 12mid.	Monday 10/24/11 By Noon	Friday 11/4/11
10/22 - 11/04/11	Friday 11/04/11 By 12mid.	Monday 11/07/11 By Noon	Friday 11/18/11
11/05 - 11/18/11	Friday 11/18/11 By 12mid.	Monday 11/21/11 By Noon	Friday 12/2/11
11/19 - 12/02/11	Friday 12/02/11 By 12mid.	Monday 12/05/11 By Noon	Friday 12/16/11
12/03 - 12/16/11	Friday 12/16/11 By 12mid.	Monday 12/19/11 By Noon	Friday 12/30/11

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 9/24/2010 and ending 1/28/2011.
Spring Stipends will be paid in 10 payments beginning 2/11/2011 and ending 6/17/2011

Contact Info:

Student Payroll - Kemp Building, Phone 610-683-4321 - Fax 610-683-4881
stupyrl@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.