

2014 - 2015

Payroll Schedule for Part-Time Staff and Students

PAY PERIOD (11th of month through the 10th of the next month)	TIME SHEETS DUE TO SUPERVISOR (Usually, 1st work-day after 10th of month)	PAYDAY (Last work-day of month)
June 11 - July 10, 2014	Friday, July 11, 2014	Thursday, July 31, 2014
July 11 - Aug. 10, 2014	Monday, August 11, 2014	Friday, August 29, 2014
Aug. 11 - Sept. 10, 2014	Thursday, September 11, 2014	Tuesday, September 30, 2014
Sept. 11 - Oct. 10, 2014	Monday, October 13, 2014	Friday, October 31, 2014
Oct. 11 - Nov. 10, 2014	Wednesday, November 12, 2014	Wednesday, November 26, 2014
Nov. 11 - Dec. 10, 2014	Thursday, December 11, 2014	<u>Tuesday, December 30, 2014</u> <u>10:00 am to Noon ONLY</u>
Dec. 11 - Jan. 10, 2015	Monday, January 12, 2015	Friday, January 30, 2015
Jan. 11 - Feb. 10, 2015	Wednesday, February 11, 2015	Friday, February 27, 2015
Feb. 11 - March 10, 2015	Wednesday, March 11, 2015	Tuesday, March 31, 2015
March 11 - April 10, 2015	Monday, April 13, 2015	Thursday, April 30, 2015
April 11 - May 10, 2015	Monday, May 11, 2015	Friday, May 29, 2015
May 11 - June 10, 2015	Thursday, June 11, 2015	Tuesday, June 30, 2015
June 11 - July 10, 2015	Monday, July 13, 2015	Friday, July 31, 2015

NOTE: TIME SHEETS SUBMITTED AFTER THE DUE DATE ARE SUBJECT TO PAYMENT ON THE FOLLOWING SCHEDULED PAY DATE.

STUDENTS & HOURLY: You can pick up your check at the **Payroll Office, Adm. Bldg. 130, after 12:00 p.m.**

To access your timecard:

1. Log in to Pipeline
2. Click on the Work tab
3. Follow the timesheet directions listed on the left