

PAYROLL TIMESHEET SCHEDULE

****2011 Fall Student Workers**

Time Sheets

Pay Period	Due/Verified	CHECKS
Ends	2:00 P.M.	DISTRIBUTED

AUG 31	SEPT 2	-- SEPT 12, 2011
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SEPT 30	OCT 4	-- OCT 12, 2011
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OCT 31	NOV 2	-- NOV 09, 2011
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NOV 30	DEC 2	-- DEC 09, 2011
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DEC 31	JAN 4	-- JAN 12, 2012
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***** PLEASE NOTE *****

PLEASE complete the manual timesheet with your proper name and WJC ID number. Then submit the timesheet to your supervisor. Please deposit completed timesheets at Payroll.

Supervisors please verify student timesheets in TimeForce.