

TO: All Supervisors of Part-Time Student Employees
FROM: Inge Praschkauer
DATE: June 29, 2009
SUBJECT: Time Card Schedule - 2009/10

The following is a tentative schedule for submission of time
for FY 2009/10.

Time cards will be due in the Library Administrative Office, 271 Hillman by 4:00 p.m. on the date indicated. Your failure to meet these deadlines could result in your part-time employee not receiving a paycheck on payday.

Tuesday	July 7, 2009
Friday	August 7, 2009
Tuesday	September 8, 2009
Wednesday	October 7, 2009
Wednesday	November 4, 2009
Thursday	November 19, 2009 (Due to early paycheck in Dec.)
Friday	January 8, 2010
Friday	February 5, 2010
Monday	March 8, 2010
Wednesday	April 7, 2010
Friday	May 7, 2010
Monday	June 7, 2010

All dates are subject to Payroll Department timetable: we will notify you of any timetable changes. **Please note** - These dates do not include Work Study Students.

Time Conversion

0	minutes to 7 minutes.....0
8	minutes to 24 minutes.....3
	25 minutes to 35 minutes.....5
	36 minutes to 50 minutes.....8
	51 minutes to 59 minutes.....round off to next whole hour