

REED COLLEGE
STUDENT/PART-TIME STAFF PAYROLL CALENDAR
JULY 1, 2011 THRU JUNE 30, 2012

WORK PERIOD		TIMESHEET DUE @ ELIOT 308	PAID ON
FROM	TO	BY NOON ON	
July 01	July 15	July 20, 2011	July 29, 2011
July 16	August 15	August 22, 2011	August 31, 2011
August 16	September 15	September 20, 2011	September 30, 2011
September 16	October 15	October 20, 2011	October 31, 2011
October 16	November 15	November 21, 2011	November 30, 2011
November 16	December 15	December 20, 2011	December 30, 2011
December 16	January 15, 2012	January 20, 2012	January 31, 2012
January 16	February 15	February 20, 2012	February 29, 2012
February 16	March 15	March 20, 2012	March 30, 2012
March 16	April 15	April 20, 2012	April 30, 2012
April 16	May 15	May 21, 2012	May 31, 2012
May 16	June 15	June 20, 2012	June 30, 2012
June 16	June 30	July 6, 2012	July 11, 2012

It is both a federal and state law that employee's be paid on a timely basis ... which means that TIMESHEETS ARE DUE EACH MONTH ... please comply by turning your timesheets in as required EACH month.

Reed College offers all employee's the option of having their paychecks automatically deposited to their checking or savings accounts. Please contact the Business Office if you'd like to take advantage of this service.

Student paychecks are delivered to the mailroom on the morning of payday ... the student has the option of having the December and May checks mailed to their home address if they'd like, all they need to do is stop by Eliot 308 and fill out a mailing label (no mailing label, the check will go to the default address of the student mail-stop).

Part-time staff (and faculty emeritus) paychecks are mailed to the home address listed on the W-4 form, please report any address changes to the Business Office so your records can be updated.

In order to include all of the student's wages in the correct fiscal year, any student working from June 16th thru June 30th should fill out a timesheet for those two weeks only.

The academic year for Federal Work-Study is August 29, 2011 thru May 11, 2012. Please keep in mind that Federal Work-Study funds are NOT usable during the summer (May 12, 2012 till the 1st day of classes in August 2012) whether or not they are included in the fiscal year budget (July 1st thru June 30^{ht}).

As of printing time, this is the correct payroll calendar for students and part-time staff at Reed College. Any changes will be promptly posted at various sites on campus and notices will be sent to departments and to students via the campus email system.

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