**Student Payroll Schedule**

**2016-2017 Academic Year – Spring Semester**

 **Payroll**

 **Period Time due Student**

##  **From - Through Payroll by Noon Payday**

# Dec 25\*\*– January 07\*\* Jan A Jan 09 January 19

# January 8\*\* – January 21\* Jan B Jan 23 February 02

# January 22 – February 04\* Feb A Feb 06 February 16

# February 05 – February 18\* Feb B Feb 20 March 02

February 19 – March 04\* Mar A Mar 06 March 16

## March 05 – March 18\* Mar B Mar 20 March 30

March 19\*\* – April 01\* April A April 03 April 13

April 02 – April 15\* April B April 17 April 27

April 16 – April 29\* April C May 01 May 11

April 30 – May 13\* May A May 15 May 25

Students will be paid by **direct deposit** of their paycheck. **Pay stubs are only available on the web.**

**They may view them through the link on their myPoint page under finances (my UW system)**

1. If your students were employed fall semester, then they **do not need to be rehired**
2. **Please have all new employees to the University complete the I-9 and W-4 forms in the Payroll Office** (Room 116 Old Main). Students need a picture ID and either a social security card, birth certificate, OR a passport. We will not process any Quest forms without this paperwork. **Questions, contact Jake Shearier (jshearie@uwsp.edu)**
3. Supervisors, please check with all employees to see ifthey are working another job at UWSP to ensure they do not go over their allowed hours.
4. **Graduates** are not eligible to be paid on student payroll after May 13th, 2017 without permission from the payroll office
5. **HRS (PeopleSoft) hours must be entered and approved by supervisors by 5pm on the Tuesday after the pay period ends**
6. The last day to use academic year work study funds is May 20th

\*25 hours per week maximum **NO EXCEPTIONS**

\*\*40 hours per week maximum