**Student Payroll Schedule**

**2019-2020 Academic Year – Fall Semester**

**Payroll Dates Payroll Time due Student**

**From - Through Period by Noon Payday**

Sept 1\* – Sept 14\* Sept A Sept 16 September 26

Sept 15\* – Sept 28\* Sept B Sept 30 October 10

Sept 29\* – Oct 12\* Oct A Oct 14 October 24

Oct 13\* – Oct 26\* Oct B Oct 28 November 7

Oct 27\* – Nov 9\* Nov A Nov 11 November 21

Nov 10\* – Nov 23\* Nov B Nov 25 December 5

Nov 24\* – Dec 7\* Dec A Dec 9 December 19

Dec 8\* – Dec 21\*\* Dec B **Dec 20** January 2

Students will be paid by **direct deposit**. **Pay stubs are only available on the web. Pay stubs and the online timesheets are found on the My UW System page under finance on MyPoint.**

1. All students need a new **QUEST form** for Academic Year employment. We cannot not put students on payroll without the Quest form
2. **Please have all new employees to the University complete the I-9 and W-4 forms in Payroll Office** (Room 116 Main). Students will need a picture ID and a social security card or birth certificate OR a passport. We cannot process any QUEST forms without a completed I-9 form. **Questions, contact Jake Shearier (****jshearie@uwsp.edu****)**.
3. Academic year work study funds start September 1
4. **December Graduates** are not eligible to be paid on student payroll after Jan 18th, 2020 without future enrollment
5. **HRS (PeopleSoft) timesheets must be approved by the manager on or before the Tuesday (5 pm) after the pay period ends.**

 \*25 Hours per week maximum

\*\* 40 Hours per week maximum