

# SUNYUlster

Ulster County Community College  
Stone Ridge, NY 12484

## Student Worker Payroll Periods for Fall 2011, Spring & Summer 2012

Checks are to be picked up in the accounting office from 9 a.m. to 12 p.m. on Friday, two weeks after the time sheet due date. New students will receive their first check four weeks after they begin working.

Time sheets should be checked and signed by the person supervising the work and sent to the Financial Aid office as soon as possible but **NO LATER THAN THE DUE DATE LISTED BELOW.** \*Late time sheets are processed for the next payroll period.

Make sure time sheets have the supervisor's signature, student signature, student information, calculated hours worked, payroll budget number (i.e.: 100-410-6131-40), correct dates, time, students are required by law to take a half hour break if working more than 6 hours. The break should be at the midpoint of the hours scheduled. Time sheets will be adjusted for required breaks, so please check for accuracy.

Please see Student Employment Handbook for further information.

<b>FALL 2011</b>			
<b>PAYROLL PERIOD</b>	<b><i>Must Receive By:</i></b>	<b>PAYROLL PERIOD</b>	<b><i>Must Receive By:</i></b>
Aug. 31 – Sept. 13	Friday, Sept. 16	Nov. 9 – Nov. 22	Friday, Nov. 25
Sept. 14 – Sept. 27	Friday, Sept. 30	Nov. 23 – Dec. 6	Friday, Dec. 9
Sept. 28 – Oct. 11	Friday, Oct. 14	Dec. 7 – Dec. 20	Friday, Dec. 23
Oct. 12 – Oct. 25	Friday, Oct. 28	Dec. 21 – Jan. 3	Friday, Jan. 6
Oct. 26 – Nov. 8	Friday, Nov. 11		
<b>SPRING 2012</b>			
Jan. 4 – Jan. 17	Friday, Jan. 20	Mar. 14 – Mar. 27	Friday, Mar. 30
Jan. 18 – Jan. 31	Friday, Feb. 3	Mar. 28 – Apr. 10	Friday, Apr. 13
Feb. 1 – Feb. 14	Friday, Feb. 17	Apr. 11 – Apr. 24	Friday, Apr. 27
Feb. 15 – Feb. 28	Friday, Mar. 2	Apr. 25 – May 8	Friday, May 11
Feb. 29 – Mar. 13	Friday, Mar. 16	May 9 – May 22	Friday, May 25
<b>SUMMER 2012</b>			
May 23 – June 5	Thursday, June 7	July 18 – July 31	Thursday, Aug. 2
June 6 – June 19	Thursday, June 21	Aug. 1 – Aug. 14	Thursday, Aug. 16
June 20 – July 3	Thursday, July 5	Aug. 15 – Aug. 28	Thursday, Aug. 30
July 4 – July 17	Thursday, July 19		