Grinnell College

Student Employee Handbook

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Preface

The Grinnell College Student Employment Program is designed to provide a wide range of employment opportunities for students during their time at Grinnell. Employment on campus provides students the opportunity for interaction with the campus community; relationship building with other students, faculty and staff; and preparation for post-graduate success in whatever field they choose.

On campus employment enhances the classroom learning experience by complementing academic studies with opportunities for other skill set development and workforce protocols. These experiences will benefit them as they apply for employment or graduate school following their time at Grinnell.

For Grinnell, student employees play a critical role in the operations of the College. Departments on campus rely on this work force to accomplish a substantial portion of the work necessary for day to day operations.

It is our hope that students employed at the college not only receive financial compensation, but also meaningful skills development that will serve them as they venture out into life after Grinnell.

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Grinnell's Mission Statement

When Grinnell College framed its charter in the Iowa Territory of the United States in 1846, it set forth a mission to educate its students "for the different professions and for the honorable discharge of the duties of life." The College pursues that mission by providing an education in the liberal arts through free inquiry and the open exchange of ideas. As a teaching and learning community, the College holds that knowledge is a good to be pursued both for its own sake and for the intellectual, moral, and physical well-being of individuals and of society at large. The College exists to provide a lively academic community of students and teachers of high scholarly qualifications from diverse social and cultural circumstances. The College aims to graduate individuals who can think clearly, who can speak and write persuasively and even eloquently, who can evaluate critically both their own and others' ideas, who can acquire new knowledge, and who are prepared in life and work to use their knowledge and their abilities to serve the common good.

Core Values of Student Employment

Student employment at Grinnell benefits both the students and the Grinnell College community. Students who work during their college career show greater levels of work ethic, positive attitude, initiative, teamwork and problem solving skills. They gain experience helpful to whatever their post-graduate career plans happen to be. They are able to manage time and resources better.

The Mission of the college guides us to embrace the following values in student employment:

- Education – learning beyond the classroom
- Professionalism – acquiring skills and habits to be a desirable employee
- Diversity – understanding others through interaction with individuals different than ourselves
- Work – valuing work in all its forms as an important ethic
- Service – being of value to the common good
- Balance – understanding how to prioritize and allocate time between work and self

Policies and Procedures

Grinnell College Statement on Federal Work-Study

Federal Work-Study is a federal student aid program that provides part-time employment to help pay education expenses. Enrolled students with demonstrated federal financial need are awarded Federal Work-Study. Grinnell College provides funding beyond the required 25% match to ensure sufficient resources are available to allow all eligible students to participate and receive meaningful employment opportunities and compensation.

The program encourages work related to the student's course of study and community service work whenever possible. Therefore, jobs are on campus and off campus. If working off campus, the work site will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

The amount of a student's work-study award depends on the level of the student's financial need. Students working on campus earn at least the current federal minimum hourly wage. However, they may earn more depending on the type of work and the skills required for the position. Students are paid twice monthly unless arrangements are made to apply all or a portion of earnings directly to education-related institutional charges.

Finding Employment

First year students that express interest in working while at Grinnell will be assigned employment by the Student Employment office by the time they arrive on campus. All jobs available will be posted through Handshake.

Students can look for employment on campus at any time by navigating to Handshake at https://grinnell.joinhandshake.com. This site offers a comprehensive listing of campus employers seeking student employees. Follow the instructions found online to create a login and apply for a position.

Work Limitations

While School is in Session

Academics at Grinnell are the top priority of our students while classes are in session. To ensure time for academic responsibility, student employees are subject to a 20 hour per week limitation for their on campus jobs during the academic year. Timecards will be monitored and anyone exceeding 20 hours is at risk of losing the ability to work on campus. Please contact the Student Employment Office if you have any questions.

During Breaks

During academic recesses (Fall, Winter and Spring Breaks, and during the summer) students are allowed to work up to 40 hours per week. While eligible for overtime pay, student employees should not

regularly work over 40 hours per week. Clearance to work overtime hours must be obtained in advance from the student's supervisor.

International Students

International students on a student visa are limited to a maximum of 20 hours per week while class is in session, and 40 hours during recesses. Timecards will be monitored and anyone exceeding 20 hours is at risk of losing the ability to work on campus. Please contact the Student Employment Office if you have any questions.

Disability Accommodation

Grinnell College is committed to complying fully with the Americans with Disabilities Act (ADA) ensuring equal opportunity in employment for qualified persons with disabilities. The College conducts all employment practices and activities on a non-discriminatory basis. Grinnell College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. It is the responsibility of the employee to speak with the ADA Officer to request an accommodation. The Accommodation Policy is listed in the appendix of this handbook.

Getting Paid

Entering Time Worked

Grinnell uses NOVAtime to record and validate student hours worked. If you are working in a job that has a time clock, you will check in and out by using your P-Card at the beginning and end of your shifts. Other positions will need to enter hours through the web at NOVAtime. A link for NOVAtime is found on the Grinnell College website. See Appendix A for instructions and other information regarding entering your time.

If you are not using a time clock, be sure that you enter hours promptly and accurately soon after each shift worked. All hours for a pay period must be entered by 5:00 on the last day of that pay period.

Payroll Information

Student employees are paid on the 12th and 27th of each month. If the 12th or the 27th falls on the weekend, check the Student Payroll Calendar in Appendix D for the exact pay date.

Most students find it more convenient to have their paychecks direct deposited instead of dealing with a paper check. Visit the Payroll area of the Accounting website or the Student Employment page on GrinnellShare to find the Student version of the direct deposit form. If you need assistance in filling out any forms, contact the Student Employment Coordinator at watts@grinnell.edu or call Human Resources at x4818.

Student and Supervisor Responsibilities

Student's Responsibilities and Rights

When hired for a position, student employees become members of work units that depend on him/her; therefore, student employees should make a serious commitment to their job. Below are provided the responsibilities listed to help ensure that no one misunderstands what is expected of and for Grinnell student employees.

Grinnell College student employees will:

Work Standards/Policies

- Comply with and know the policies and procedures outlined in the *Student Employee Handbook* and adhere to the policies and practices of Grinnell College.
- Adhere to policies and guidelines of the employing department.
- Follow all departmental and campus rules concerning safety. Safety is very important at every campus work site.
- Attend required, scheduled, mandatory safety training programs and apply the information learned.
- Complete all hiring paperwork in a timely manner to ensure that they are set up in the various employment and payroll systems.

On the Job

- Understand their specific job responsibilities as well as the supervisor's expectations and standards.
- Report any accidents to their supervisor.
- Report to work promptly and work the scheduled period of time.
- Maintain the work schedule agreed upon with their supervisor.
- Notify their supervisor if unable to work assigned times due to illness or other acceptable reasons, and will give sufficient advance notice when possible.
- Act in a professional manner and take the job seriously.
- Perform tasks in an efficient and timely manner.
- Use time productively and avoid socializing on the job.
- Perform assigned duties and refrain from personal work.
- Submit hours online and approve them by the required deadline at the end of the pay period in order to ensure timely payment.

Dress Code

Professional attire is important, as many positions work with the general public and interact with a wide variety of constituencies on a daily basis. Each department will have requirements and suggestions about appropriate dress for their positions. Please ask your supervisor about dress code for your work assignment.

Scheduling and Absences

You will work with your supervisor to create a schedule of when you work. Please consult with them regarding any questions about your schedule. Your schedule will accommodate your classes and other academic responsibilities.

It is your responsibility to maintain proper attendance while doing your campus job. Notify your supervisor about any planned or unplanned absences. Call or email if you can't talk directly with your supervisor. Each department has procedures in place for what to do if you need to miss work, and what happens if that absences become excessive or problematic.

Job Descriptions

Each student job on campus is required to have a job description detailing the name of the position, skills required for that job, approximate time commitment, and more. Job descriptions are available for you to review at any time by contacting the Student Employment Office.

Performance Feedback

Once per semester, supervisors will sit down with student employees for a formal conversation about performance. This will be an opportunity for students to find out how things are going, to discuss opportunities to expand their skill set, and identify areas to work on.

Problem Resolution Procedures

We encourage open, honest and frequent communication between supervisors and student workers. Issues should be discussed during an individual meeting between the parties. However, if after this meeting there are still unresolved issues, the following steps should be followed:

1. Begin with a meeting between the student and their supervisor. This should be a formal, one on one meeting to discuss areas in need of improvement.
2. If there are still issues, meet with the department head or supervisor of the area in which you work (if not your immediate supervisor).
3. If after that meeting you still feel there are issues, contact the Student Employment Coordinator. The Coordinator will work with the involved parties and Human Resources to address the issue.

If, at any time, you wish to talk to an unbiased third party about your concerns, please contact the Ombuds Office. It's best to schedule an appointment by phone at 641-269-9399 or email ukabiala@grinnell.edu. In addition, visitors may drop in during normally scheduled hours and may request meetings with the ombuds off campus and outside of regular business hours, if necessary. The Ombuds Office is located in JRC 311.

Supervisor's Roles and Responsibilities

Supervisors are responsible for providing job oversight and guidance to student employees as they learn and test new skills while they earn important funds. The College expects a supervisor to treat students fairly and equitably. Supervisors train, motivate, guide and evaluate student employees. For many students, supervisors bridge the gap between home, the classroom, and the "real world." Student employees can expect their supervisors to:

Work Standards/Policies

- Comply with, know, and enforce the policies and procedures outlined in the *Student Employee Handbook* and adhere to the policies and practices of Grinnell College.
- Ensure that each student employee reviews and understands the *Student Employee Handbook.*
- Review the job description and responsibilities with the student employee.
- Provide the student employee with an orientation and/or training session(s) so those tasks to be performed are understood and clearly defined.
- Give the student employee information on the mission/purpose of the department. Procedures that seem simple and obvious to the supervisor may be confusing to a new student employee.
- Review procedures carefully and ask for feedback, as it is the best way to make sure the student employee understands the instructions/training provided.
- Schedule safety training sessions and require mandatory attendance from student employees.
- Clearly define to whom the student should report.
- Provide the NOVAtime payroll information
- Validate submitted student employee's hours by the required deadlines
- Monitor that student employees do not exceed 20 hours per week while classes are in session or 40 hours per week during breaks.

On the Job

- Provide supervision and offer constructive criticism to assist student employees in performing assigned tasks and developing skills.
- Upon request, provide verbal feedback on student's job performance.
- At least once per semester, meet to discuss performance, opportunities, and areas for attention.
- Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Address problems (or potential problems) as they arise – do not let them build.
- Ensure that the student employee is working on assigned tasks.
- Follow the discipline and termination procedures outlined in your departmental handbook.

- Provide a safe work environment including, but not limited to, the various federal and state regulated safety regulations.
- Report all injuries sustained while performing the duties of a student employment position within 24 hours of the accident. A Grinnell College Accident Report may be obtained from Human Resources, or online on the Student Employment website.

Grinnell College Policies

Non-Discrimination Policy

Grinnell College is committed to establishing and maintaining a safe and nondiscriminatory educational environment for all College community members. It is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, and activities. The College does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, disability, creed, or any other protected class. Discrimination and sexual harassment on any of the bases covered by federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.
Any incidents should be reported to the Student Employment Coordinator in the Office of Human Resources at watts@grinnell.edu, or x4818.

Title IX

Grinnell College does not discriminate on the basis of sex in its educational, extra- and co-curricular, athletic, or other programs, or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

> *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

Title IX requires institutions to provide an educational environment free from discrimination based on sex. Sexual harassment, sexual violence, sexual assault, and intimate partner violence are all forms of sex discrimination.

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An individual reporting sexual harassment, sexual violence, sexual assault, and/or intimate partner violence is entitled to protection from any form of retaliation following a report that is made in good

faith, even if the report is not later substantiated. Similarly, individuals accused of sexual harassment or those who participate in an investigation related to a complaint are entitled to protection from any form of retaliation. Complaints of retaliation should be filed with the appropriate senior official, Title IX Coordinator, or the Office of Civil Rights.

It is a violation of College policy to retaliate in any way against a student or employee because he/she/zi reported allegations of sexual harassment, sexual violence, sexual assault, and/or intimate partner violence. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or third party may also be the subject of retaliation by other individuals, including the Complainant.

Confidentiality

Grinnell College maintains strict confidentiality requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. These laws pertain to the security and privacy of all non-public information including student information, employee information, and general College information, whether it be in hard copy or electronic form.

Student employees may be privy to private information throughout the course of their work and are expected to protect against unauthorized access of such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information.

Student employees must not release confidential information to other students, faculty or staff; the public; or co-workers who have not been authorized or who do not have a legitimate business or educational need to know.

Upon hire, student employees must sign a statement of confidentiality (Appendix C). In addition, you may be asked to sign a separate, department specific statement as well.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Grinnell College will be based on merit, qualifications, skills and abilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training, unless legally required otherwise. Student employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Student Employment Coordinator in the Office of Human Resources. Employees can raise concerns and make reports without fear of reprisal.

Appendix A

NOVAtime Instructions for use on web browser

Grinnell College uses NOVAtime as our Time and Attendance System. This system allows employees to enter and edit their work time and time off, and provide a smooth process for moving your time from employee to supervisor to payroll, and ultimately to your paycheck.

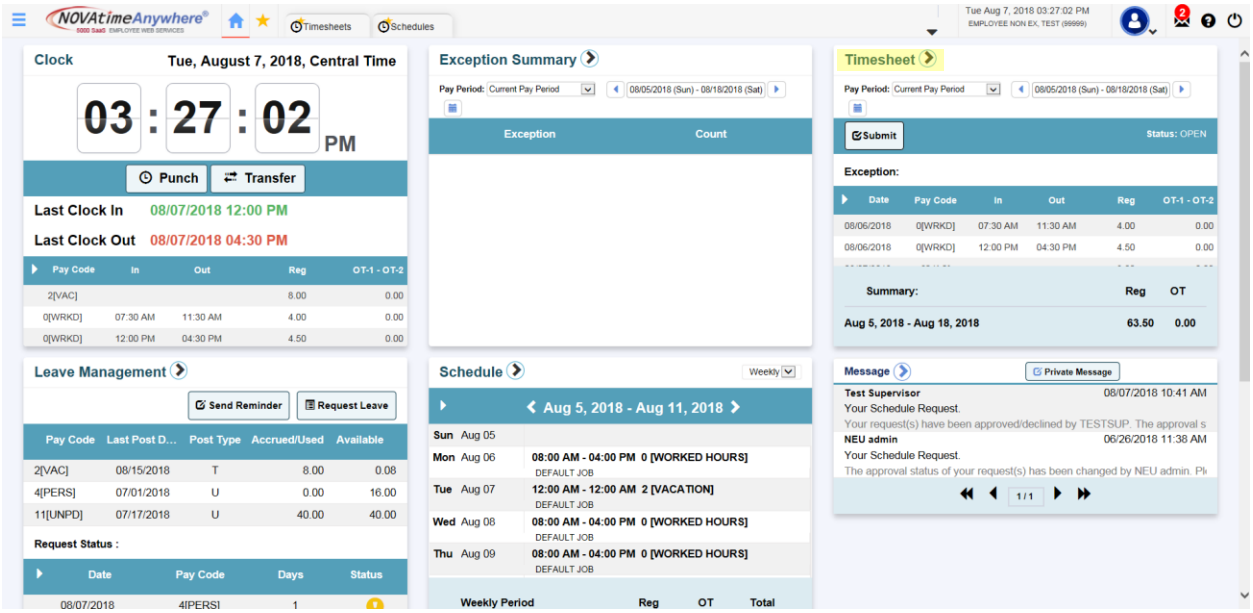
This sheet will provide basic instructions on how to use this system.

Logging in:

There are two options for employees to sign into the system.

- NOVAtime is network single-sign-on enabled. If you are logged in to the Grinnell College network, you may access NOVAtime using this link NOVAtime Network Single Sign On Access. Credentials are verified between the network and NOVAtime and the employee is given access to the system.
- Employees are able to log in from outside of the network using this NOVAtime Employee Login. Employee user IDs are the employee number printed on your Grinnell College ID card, without the leading zeros. Type in any password for the initial login, click Employee Web Services, and NOVAtime will have you create and verify a new password.

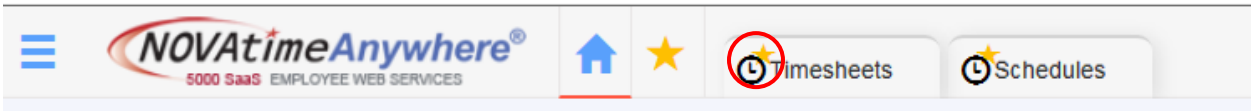
Dashboard:



On the main screen, you will see much information about your time and attendance; schedules, days off, exceptions (early in, late out, missed punches), and have the ability to punch in and out. This page is configurable to your own preferences, and each section has an arrow to send you to the main page for that function. Click the Home icon at the top of the screen to return to this page at any time.

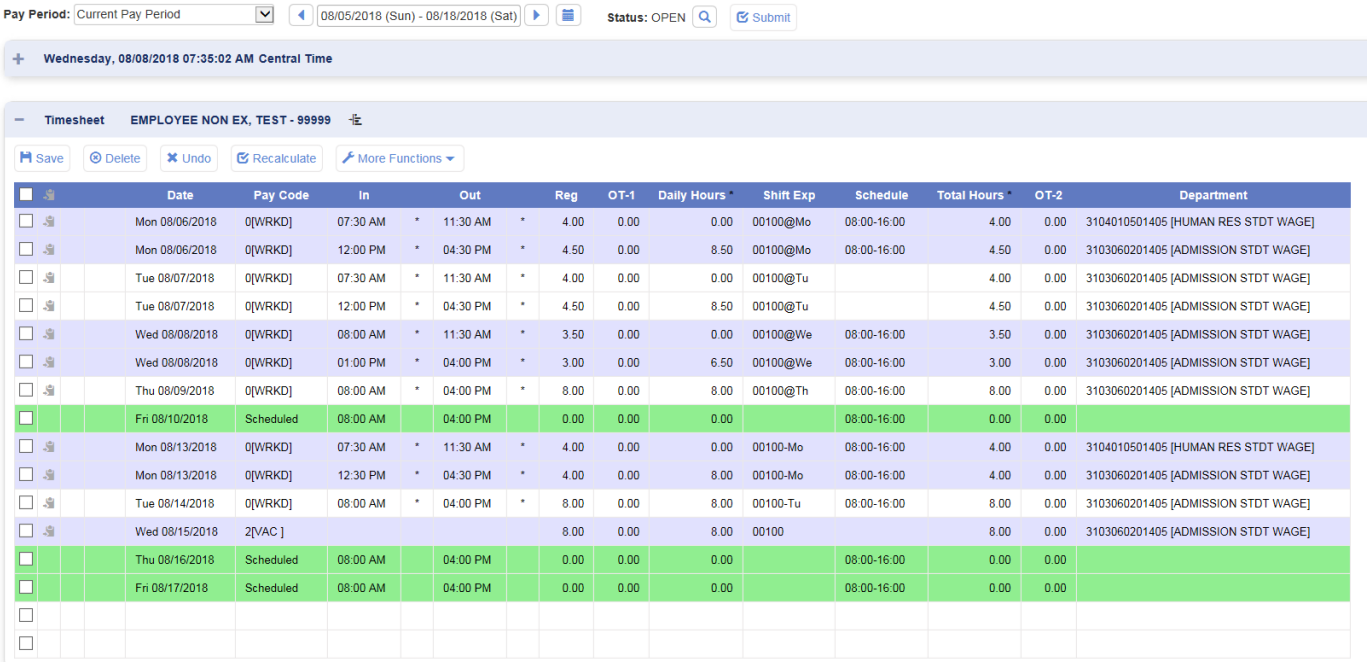
Note that by default, you will be looking at information about the current pay period. Use the dropdown menu or the arrows left and right of the dates to move between the current period, and previous, next, or any historical or future timeframe.

Tabs:



By clicking on the icon on each tab, you can "pin" or make a favorite of the selected screens. This will help you keep the information you use most often at your fingertips.

Your Timesheet:



Date	Pay Code	In		Out		Reg	OT-1	Daily Hours	Shift Exp	Schedule	Total Hours	OT-2	Department
Mon 08/06/2018	0[WRKD]	07:30 AM	*	11:30 AM	*	4.00	0.00	0.00	00100@Mo	08:00-16:00	4.00	0.00	3104010501405 [HUMAN RES STDT WAGE]
Mon 08/06/2018	0[WRKD]	12:00 PM	*	04:30 PM	*	4.50	0.00	8.50	00100@Mo	08:00-16:00	4.50	0.00	3103060201405 [ADMISSION STDT WAGE]
Tue 08/07/2018	0[WRKD]	07:30 AM	*	11:30 AM	*	4.00	0.00	0.00	00100@Tu		4.00	0.00	3103060201405 [ADMISSION STDT WAGE]
Tue 08/07/2018	0[WRKD]	12:00 PM	*	04:30 PM	*	4.50	0.00	8.50	00100@Tu		4.50	0.00	3103060201405 [ADMISSION STDT WAGE]
Wed 08/08/2018	0[WRKD]	08:00 AM	*	11:30 AM	*	3.50	0.00	0.00	00100@We	08:00-16:00	3.50	0.00	3103060201405 [ADMISSION STDT WAGE]
Wed 08/08/2018	0[WRKD]	01:00 PM	*	04:00 PM	*	3.00	0.00	6.50	00100@We	08:00-16:00	3.00	0.00	3103060201405 [ADMISSION STDT WAGE]
Thu 08/09/2018	0[WRKD]	08:00 AM	*	04:00 PM	*	8.00	0.00	8.00	00100@Th	08:00-16:00	8.00	0.00	3103060201405 [ADMISSION STDT WAGE]
Fri 08/10/2018	Scheduled	08:00 AM		04:00 PM		0.00	0.00	0.00		08:00-16:00	0.00	0.00	
Mon 08/13/2018	0[WRKD]	07:30 AM	*	11:30 AM	*	4.00	0.00	0.00	00100-Mo	08:00-16:00	4.00	0.00	3104010501405 [HUMAN RES STDT WAGE]
Mon 08/13/2018	0[WRKD]	12:30 PM	*	04:30 PM	*	4.00	0.00	8.00	00100-Mo	08:00-16:00	4.00	0.00	3103060201405 [ADMISSION STDT WAGE]
Tue 08/14/2018	0[WRKD]	08:00 AM	*	04:00 PM	*	8.00	0.00	8.00	00100-Tu	08:00-16:00	8.00	0.00	3103060201405 [ADMISSION STDT WAGE]
Wed 08/15/2018	2[VAC]					8.00	0.00	8.00	00100		8.00	0.00	3103060201405 [ADMISSION STDT WAGE]
Thu 08/16/2018	Scheduled	08:00 AM		04:00 PM		0.00	0.00	0.00		08:00-16:00	0.00	0.00	
Fri 08/17/2018	Scheduled	08:00 AM		04:00 PM		0.00	0.00	0.00		08:00-16:00	0.00	0.00	

After navigating to your timesheet, you can enter or edit hours that you have worked, as well as save and/or submit your hours. In this example, the blue and white rows are banded by day, to aid in differentiating days. The green lines are for your scheduled work (if a schedule has been built for you), and can help in more efficient time entry if you work a consistent schedule.

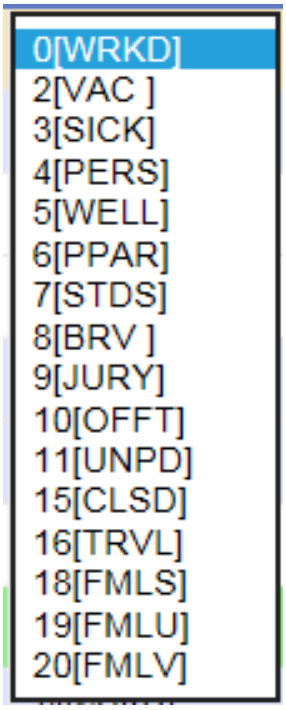
Date	Pay Code	In		Out
Mon 08/06/2018	0[WRKD]	07:30 AM	*	11:30 AM
Mon 08/06/2018	0[WRKD]	12:00 PM	*	04:30 PM
Tue 08/07/2018	0[WRKD]	07:30 AM	*	11:30 AM
Tue 08/07/2018	0[WRKD]	12:00 PM	*	04:30 PM

To complete your timesheet, you will need to input or verify the **Date**, **Pay Code**, and **In** and **Out** columns. Many of the other columns will be pre-populated or calculated based on your entries. Each

employee will have a default **Department** that hours are charged to. Student employees will need to use the information given to them by their supervisor to change that entry if they work across multiple departments.

If you need to add multiple shifts through the day, use a blank line at the bottom of the sheet to enter your information. Once saved, it will place your entry chronologically onto your timecard.

Be sure to save your work frequently.



Pay Codes:

Use the appropriate pay code to denote what type of pay you are using for each time entry: (student employees should only use WRKD)

WRKD – Normal working hours (hourly staff- in and out times. Not just totals.)
VAC – Vacation Time
SICK – Sick Time
PERS – Personal Time
WELL – Wellness Time
PPAR – Paid Parental Leave (HR approval needed)
STDS – Short Term Disability (HR approval needed)
BRV – Bereavement Leave
JURY – Jury Duty
OFFT – Off Term Time (for employees on less than 12 month terms)
UNPD – Unpaid Leave (HR approval needed)
CLSD – College was closed due to weather or other emergency
TRVL – For hourly employees traveling on college business
FMLS – FMLA time, using Sick hours (HR approval needed)
FMLU – FMLA time, unpaid (HR approval needed)
FMLV – FMLA time, using Vacation hours (HR approval needed)

When using pay codes other than WRKD, place the total number of hours requested in the Reg (Regular Hours) column.

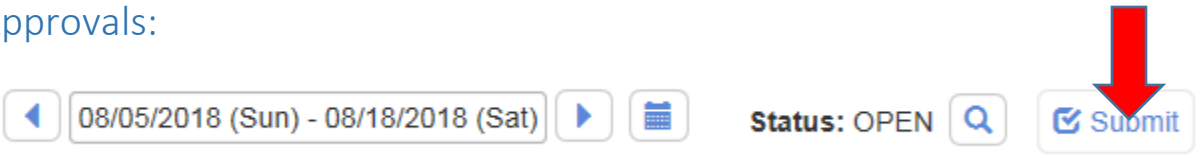
Department:

Department
3104010501405 [HUMAN RES STDT WAGE]
3103060201405 [ADMISSION STDT WAGE]

Student employees, and select staff members, need to identify the location they worked for appropriate charging of hours. This information should be given to you by your supervisor, and changed in the **Department** column for each shift. Staff working in one department need to make no changes, as all wages are paid from a single source.

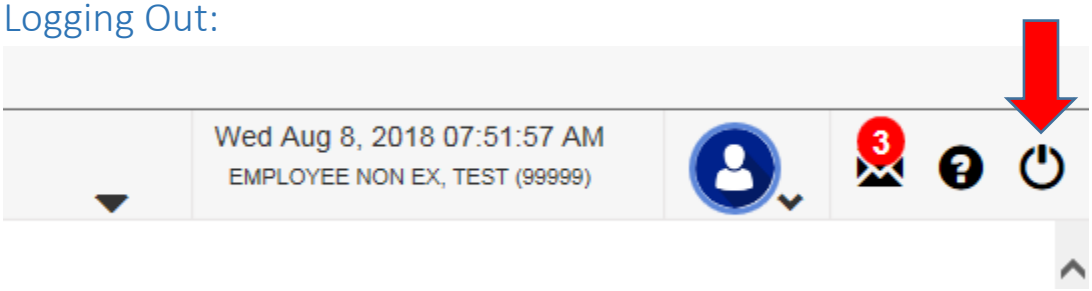
Note: each code is derived from the budget line for expenses. Contact Payroll if you have any questions about using these codes.

Approvals:



At the end of each pay period, be sure that all your time has been entered, and that you then click the **Submit** button to notify your supervisor that your timesheet is ready for their approval. The **Status** section will let you know where in the process your timesheet is sitting. OPEN allows you to edit; SUBMIT means you have sent it to your supervisor, and they can make edits; APPROVED signals that they have given their OK; and PAYROLL means it has moved into the payroll process.

Logging Out:



Be sure to use the logout button in the upper right hand corner of the screen when you are finished with each session. This will help ensure that you are done with your hours, and that you have saved your work, as it will prompt you if you have not saved.

Appendix B

Confidentiality Agreement

Grinnell College

Confidentiality Agreement

As a student employee of Grinnell College (hereafter known as the "College"), I will be required to support a variety of College functions in the performance of my duties, and I may have access to confidential student, employee, alumni, and friends of the College information about financial, educational, personnel, medical, academic and other matters from various media (paper and electronic) and sources including, but not limited to, interoffice communications, internal publications, verbal interactions, correspondence, and data bases. By virtue of my employment at the College, I am accountable for the responsible use and disclosure of College information and for ensuring the confidentiality, integrity, and accuracy of such information.

- I agree to responsibility and accountability for maintaining the confidentiality of all student, employee, alumni and College related information, and other confidential and proprietary College information. This information will only be disclosed, distributed, or discussed as part of the normal performance of my employment, and only with individuals authorized to view and discuss such information.
- I will not attempt to alter, change, modify, add, or delete student, employee, alumni and other College information or documents, except as part of the normal performance of my employment. I will follow proper College procedures for the disposal of confidential information.
- I will access only information required for the normal performance of my employment. Access to information, which includes written documents, electronic files, student educational or financial records, and personnel data, records or files, will occur only through normal business procedures for obtaining information.
- All procedures, written documents, records, and computer programming that I generate, access, input, modify, report, record, etc., in the normal performance of my employment, shall be done in accordance with College policies, regulations established by applicable governing bodies, or applicable laws. Confidential information is considered property of the College and will not be disclosed to third parties without permission of the College.
- I will take all reasonable precautions to protect the confidentiality of information by the practice of good work habits. These include: protecting the confidentiality of passwords, closing or minimizing programs when not at the terminal, and promptly informing appropriate parties of any breach of confidentiality or security on my part (e.g., the loss of a document, the loss of a key).

- I understand that failure to abide fully with this Confidentiality Agreement is grounds for disciplinary action following the regulations specified within the appropriate Handbook (staff, faculty, student). Additionally, I understand that disclosing confidential information without proper authorization may violate the Family Educational Rights and Privacy Act of 1974 ("FERPA") and other federal and State laws and regulations that protect the confidentiality of information, and may subject the College and/or me to civil and/or criminal liability.

I certify that my signature below indicates that I have read and understand the above and agree to the terms of this Confidentiality Agreement. Without limiting the foregoing, I agree not to disclose student, employee, alumni or Friends of the College any confidential information to any unauthorized person or organization while working for the College or after my employment at the College ends. This Confidentiality Agreement shall be governed and construed in accordance with the laws of the State of Iowa.

_____	_____
(Printed) Employee/Student Name	Employee/Student Signature
_____	_____
Employee/Student ID	Date

Appendix C

Student Payroll Calendar

Pay Dates for 2018-2019 Academic Year

August 27th (pay period 8/1 – 8/15)

September 12th (pay period 8/16 – 8/31)

September 27th (pay period 9/1 – 9/15)

October 12th (pay period 9/16 – 9/30)

October 26th (pay period 10/1 – 10/15)

November 13th (pay period 10/16 – 10/31) * Hours must be entered prior to leaving for Fall Break

November 27th (pay period 11/1 – 11/15)

December 12th (pay period 11/16 – 11/30)

December 27th (pay period 12/1 – 12/15)

January 11th (pay period 12/16 – 12/31) * Hours must be entered prior to leaving for winter break

January 28th (pay period 1/1 – 1/15)

February 12th (pay period 1/16 – 1/31)

February 27th (pay period 2/1 – 2/15)

March 12th (pay period 2/16 – 2/28)

March 27th (pay period 3/1 – 3/15) * Hours must be entered prior to leaving for spring break

April 12th (pay period 3/16 – 3/31)

April 26th (pay period 4/1 – 4/15)

May 13th (pay period 4/16 – 4/30)

May 28th (pay period 5/1 – 5/15)

June 12th (pay period 5/16 – 5/31) * Hours must be entered prior to leaving for summer break

June 27th (pay period 6-1 – 6-15)

July 12th (pay period 6-16 – 6-30)

July 26th (pay period 7-1 – 7-15)

August 12th (pay period 7-16 – 7-31)

******HOURS NOT ENTERED BY THE END OF THE CURRENT PAY**

PERIOD WILL BE INCLUDED ON A LATER PAY PERIOD ****