

# PAY PERIOD & PAYDAY SCHEDULE, TIME ROSTER DEADLINES, AND MAXIMUM WORKHOURS 2004 - 2005

STUDENT PAYROLL  
BUSINESS OFFICE, WA236



website: [www.mnsu.edu/busoff/studentpayroll](http://www.mnsu.edu/busoff/studentpayroll)

PAY PERIOD	PAY PERIOD		PAY TIME ROSTER		CYR	MAXIMUM HOURS*	
	START DATE	END DATE	DUE DATE	PAY DATE		UNDERGRADUATE	GRADUATE
<b>FY2004</b>							
01	Jun. 30	Jun. 30	Jul. 14	Jul. 23	2004	8	2.8
<b>FY2005</b>							
01	Jul. 1	Jul. 13	Jul. 14	Jul. 23	2004	72	25.2
02	Jul. 14	Jul. 27	Jul. 28	Aug. 6	2004	80	28
03	Jul. 28	Aug. 10	Aug. 11	Aug. 20	2004	80	28
04	Aug. 11	Aug. 24	Aug. 25	Sep. 3	2004	80	28
05	Aug. 25	Sep. 7	Sep. 8	Sep. 17	2004	52	28
06	Sep. 8	Sep. 21	Sep. 22	Oct. 1	2004	40	28
07	Sep. 22	Oct. 5	Oct. 6	Oct. 15	2004	40	28
08	Oct. 6	Oct. 19	Oct. 20	Oct. 29	2004	40	28
09	Oct. 20	Nov. 2	Nov. 3	Nov. 12	2004	44	28
10	Nov. 3	Nov. 16	Nov. 16	Nov. 24	2004	40	28
11	Nov. 17	Nov. 30	Dec. 1	Dec. 10	2004	48	28
12	Dec. 1	Dec. 14	Dec. 14	Dec. 23	2004	40	28
13	Dec. 15	Dec. 28	Dec. 29	Jan. 7	2005	52	22.4
14	Dec. 29	Jan. 11	Jan. 12	Jan. 21	2005	72	25.2
15	Jan. 12	Jan. 25	Jan. 26	Feb. 4	2005	56	28
16	Jan. 26	Feb. 8	Feb. 9	Feb. 18	2005	40	28
17	Feb. 9	Feb. 22	Feb. 23	Mar. 4	2005	40	28
18	Feb. 23	Mar. 8	Mar. 9	Mar. 18	2005	40	28
19	Mar. 9	Mar. 22	Mar. 23	Apr. 1	2005	60	28
20	Mar. 23	Apr. 5	Apr. 6	Apr. 15	2005	40	28
21	Apr. 6	Apr. 19	Apr. 20	Apr. 29	2005	40	28
22	Apr. 20	May. 3	May. 4	May. 13	2005	40	28
23	May. 4	May. 17	May. 18	May. 27	2005	44	28
24	May. 18	May. 31	Jun. 1	Jun. 10	2005	80	28
25	Jun. 1	Jun. 14	Jun. 15	Jun. 24	2005	80	28
26	Jun. 15	Jun. 28	Jun. 28	Jul. 8	2005	80	28

## SUPERVISORS:

- Work Authorization Forms are due at the Start Date of the pay period.  
For Student Help, Work-Study, and Graduate Assistants.
- Time Rosters from Department Supervisors MUST be in by 10am to Payroll Office on the Due Date for the specified pay period. For Exceptions Please Notify Payroll.
- \* **Maximum hours** based on 12 credit enrollment.

## STUDENT EMPLOYEES:

- Direct Deposit of your Employee Paycheck is required.  
Download the [Direct Deposit Authorization](http://www.mnsu.edu/busoff/studentpayroll) online ([www.mnsu.edu/busoff/studentpayroll](http://www.mnsu.edu/busoff/studentpayroll)), or stop by the Campus Access Hub, WA143 or at the Office of Business Affairs, WA236.