

PAY PERIOD & PAYDAY SCHEDULE, PAYROLL ROSTER DEADLINES, AND MAXIMUM WORKHOURS 2006 - 2007



STUDENT PAYROLL
BUSINESS SERVICES WA236

website: mnsu.edu/busoff/studentpayroll

PAY PERIOD	PAY PERIOD		PAY ROSTER	PAY DATE	CYR	12 CREDIT ENROLLMENT MAXIMUM HOURS	
	START DATE	END DATE	DUE DATE			UNDERGRADUATE	GRADUATE
FY2006							
01	Jun. 28	Jun. 30	Jul. 12	Jul. 21	2006	24	8.4
FY2007							
01	Jul. 1	Jul. 11	Jul. 12	Jul. 21	2006	56	19.6
02	Jul. 12	Jul. 25	Jul. 26	Aug. 4	2006	80	28
03	Jul. 26	Aug. 8	Aug. 9	Aug. 18	2006	80	28
04	Aug. 9	Aug. 22	Aug. 23	Sep. 1	2006	80	28
05	Aug. 23	Sep. 5	Sep. 6	Sep. 15	2006	56	28
06	Sep. 6	Sep. 19	Sep. 20	Sep. 29	2006	40	28
07	Sep. 20	Oct. 3	Oct. 4	Oct. 13	2006	40	28
08	Oct. 4	Oct. 17	Oct. 18	Oct. 27	2006	40	28
09	Oct. 18	Oct. 31	Nov. 1	Nov. 9	2006	44	28
10	Nov. 1	Nov. 14	Nov. 14	Nov. 22	2006	40	28
11	Nov. 15	Nov. 28	Nov. 29	Dec. 8	2006	48	28
12	Nov. 29	Dec. 12	Dec. 13	Dec. 22	2006	40	28
13	Dec. 13	Dec. 26	Dec. 27	Jan. 5	2007	TBD	TBD
14	Dec. 27	Jan. 9	Jan. 10	Jan. 19	2007	TBD	TBD
15	Jan. 10	Jan. 23	Jan. 24	Feb. 2	2007	56	28
16	Jan. 24	Feb. 6	Feb. 7	Feb. 16	2007	40	28
17	Feb. 7	Feb. 20	Feb. 21	Mar. 2	2007	40	28
18	Feb. 21	Mar. 6	Mar. 7	Mar. 16	2007	40	28
19	Mar. 7	Mar. 20	Mar. 21	Mar. 30	2007	60	28
20	Mar. 21	Apr. 3	Apr. 4	Apr. 13	2007	40	28
21	Apr. 4	Apr. 17	Apr. 18	Apr. 27	2007	40	28
22	Apr. 18	May. 1	May. 2	May. 11	2007	40	28
23	May. 2	May. 15	May. 16	May. 25	2007	48	28
24	May. 16	May. 29	May. 30	Jun. 8	2007	80	28
25	May. 30	Jun. 12	Jun. 13	Jun. 22	2007	80	28
26	Jun. 13	Jun. 26	Jun. 27	Jul. 6	2007	80	28

SUPERVISORS:

- Work Authorization Forms are due at the Start Date of the pay period.
For Student Help, Work-Study, and Graduate Assistants.
- Pay 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.
- Payroll Policies for hiring students employees: mnsu.edu/busoff/studentpayroll/policies/payroll

STUDENT EMPLOYEES:

- Check Stub Online : mnsu.edu/studentpaystub
- Direct Deposit of your Employee Paycheck is required.
Download the Direct Deposit Authorization online (mnsu.edu/campusub/forms), or stop by the Campus Hub, SU117 or at Business Services, WA236.