

# Pay Period & Payday Schedule, Payroll Roster Deadlines, and Maximum Workhours 2008 - 2009



MINNESOTA STATE  
UNIVERSITY  
MANKATO

Student Payroll  
Business Services WA236

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

Pay Period	Pay Period		Pay Roster		CYR	12 Credit Enrollment Maximum Hours	
	Start Date	End Date	Due Date	Pay Date		Undergraduate	Graduate
<b>FY2008</b>							
01	Jun. 25	Jun. 30	Jul. 9	Jul. 18	2008	32	11.2
<b>FY2009</b>							
01	Jul. 1	Jul. 8	Jul. 9	Jul. 18	2008	48	16.8
02	Jul. 9	Jul. 22	Jul. 23	Aug. 1	2008	80	28
03	Jul. 23	Aug. 5	Aug. 6	Aug. 15	2008	80	28
04	Aug. 6	Aug. 19	Aug. 20	Aug. 29	2008	80	28
05	Aug. 20	Sep. 2	Sep. 3	Sep. 12	2008	56	28
06	Sep. 3	Sep. 16	Sep. 17	Sep. 26	2008	40	28
07	Sep. 17	Sep. 30	Oct. 1	Oct. 10	2008	40	28
08	Oct. 1	Oct. 14	Oct. 15	Oct. 24	2008	40	28
09	Oct. 15	Oct. 28	Oct. 29	Nov. 7	2008	44	28
10	Oct. 29	Nov. 11	Nov. 12	Nov. 21	2008	40	28
11	Nov. 12	Nov. 25	Nov. 25	Dec. 5	2008	40	28
12	Nov. 26	Dec. 9	Dec. 10	Dec. 19	2008	48	28
13	Dec. 10	Dec. 23	Dec. 23	Jan. 2	2009	64	28
14	Dec. 24	Jan. 6	Jan. 7	Jan. 16	2009	64	22.4
15	Jan. 7	Jan. 20	Jan. 21	Jan. 30	2009	56	28
16	Jan. 21	Feb. 3	Feb. 4	Feb. 13	2009	40	28
17	Feb. 4	Feb. 17	Feb. 18	Feb. 27	2009	40	28
18	Feb. 18	Mar. 3	Mar. 4	Mar. 13	2009	40	28
19	Mar. 4	Mar. 17	Mar. 18	Mar. 27	2009	60	28
20	Mar. 18	Mar. 31	Apr. 1	Apr. 10	2009	40	28
21	Apr. 1	Apr. 14	Apr. 15	Apr. 24	2009	40	28
22	Apr. 15	Apr. 28	Apr. 29	May. 8	2009	40	28
23	Apr. 29	May. 12	May. 13	May. 22	2009	44	28
24	May. 13	May. 26	May. 27	Jun. 5	2009	80	28
25	May. 27	Jun. 9	Jun. 10	Jun. 19	2009	80	28
26	Jun. 10	Jun. 23	Jun. 24	Jul. 2	2009	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](http://mnsu.edu/busoff/studentpayroll/policies/payroll)**

## Student Employees:

- **Check Stub Online : [mnsu.edu/studentpaystub](http://mnsu.edu/studentpaystub)**
- **Direct Deposit of your Employee Paycheck is our method of payment.**  
Download the Direct Deposit Authorization online ([mnsu.edu/campushub/forms](http://mnsu.edu/campushub/forms)),  
or stop by the Campus Hub, SU117 or at Business Services, WA236.