

Pay Period & Payday Schedule, Payroll Roster Deadlines, and Maximum Workhours 2009 - 2010



MINNESOTA STATE
UNIVERSITY
MANKATO

Student Payroll
Business Services WA236

website: 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
FY2009							
01	Jun. 24	Jun. 30	Jul. 8	Jul. 17	2009	40	14
FY2010							
01	Jul. 1	Jul. 7	Jul. 8	Jul. 17	2009	40	14
02	Jul. 8	Jul. 21	Jul. 22	Jul. 31	2009	80	28
03	Jul. 22	Aug. 4	Aug. 5	Aug. 14	2009	80	28
04	Aug. 5	Aug. 18	Aug. 19	Aug. 28	2009	80	28
05	Aug. 19	Sep. 1	Sep. 2	Sep. 11	2009	52	28
06	Sep. 2	Sep. 15	Sep. 16	Sep. 25	2009	44	28
07	Sep. 16	Sep. 29	Sep. 30	Oct. 9	2009	40	28
08	Sep. 30	Oct. 13	Oct. 14	Oct. 23	2009	40	28
09	Oct. 14	Oct. 27	Oct. 28	Nov. 6	2009	44	28
10	Oct. 28	Nov. 10	Nov. 10	Nov. 20	2009	40	28
11	Nov. 11	Nov. 24	Nov. 24	Dec. 4	2009	40	28
12	Nov. 25	Dec. 8	Dec. 9	Dec. 18	2009	48	28
13	Dec. 9	Dec. 22	Dec. 22	Dec. 31	2009	68	28
14	Dec. 23	Jan. 5	Jan. 6	Jan. 15	2010	64	22.4
15	Jan. 6	Jan. 19	Jan. 20	Jan. 29	2010	56	28
16	Jan. 20	Feb. 2	Feb. 3	Feb. 12	2010	40	28
17	Feb. 3	Feb. 16	Feb. 17	Feb. 26	2010	40	28
18	Feb. 17	Mar. 2	Mar. 3	Mar. 12	2010	40	28
19	Mar. 3	Mar. 16	Mar. 17	Mar. 26	2010	60	28
20	Mar. 17	Mar. 30	Mar. 31	Apr. 9	2010	40	28
21	Mar. 31	Apr. 13	Apr. 14	Apr. 23	2010	40	28
22	Apr. 14	Apr. 27	Apr. 28	May. 7	2010	40	28
23	Apr. 28	May. 11	May. 12	May. 21	2010	48	28
24	May. 12	May. 25	May. 26	Jun. 4	2010	80	28
25	May. 26	Jun. 8	Jun. 9	Jun. 18	2010	80	28
26	Jun. 9	Jun. 22	Jun. 23	Jul. 2	2010	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 our method of payment.**
Download the Direct Deposit Authorization online (mnsu.edu/campusub/forms),
or stop by the Campus Hub, SU117 or at Business Services, WA236.