

Pay Period & Payday Schedule, Payroll Roster Deadlines, and Maximum Workhours 2011 - 2012



Student Payroll
Business Services WA236

website: mnsu.edu/busoff/studentpayroll

12 Credit Enrollment

Maximum Hours

Pay Period	Pay Period		Pay Roster		CYR	Maximum Hours	
	Start Date	End Date	Due Date	Pay Date		Undergraduate	Graduate
FY 2011							
01	Jun. 22	Jun. 30	Jul. 6	Jul. 15	2011	56	19.6
FY 2012							
01	Jul. 1	Jul. 5	Jul. 6	Jul. 15	2011	24	8.4
02	Jul. 6	Jul. 19	Jul. 20	Jul. 29	2011	80	28
03	Jul. 20	Aug. 2	Aug. 3	Aug. 12	2011	80	28
04	Aug. 3	Aug. 16	Aug. 17	Aug. 26	2011	80	28
05	Aug. 17	Aug. 30	Aug. 31	Sep. 9	2011	52	28
06	Aug. 31	Sep. 13	Sep. 14	Sep. 23	2011	44	28
07	Sep. 14	Sep. 27	Sep. 28	Oct. 7	2011	40	28
08	Sep. 28	Oct. 11	Oct. 12	Oct. 21	2011	40	28
09	Oct. 12	Oct. 25	Oct. 26	Nov. 4	2011	40	28
10	Oct. 26	Nov. 8	Nov. 9	Nov. 18	2011	44	28
11	Nov. 9	Nov. 22	Nov. 22 *	Dec. 2	2011	40	28
12	Nov. 23	Dec. 6	Dec. 7	Dec. 16	2011	48	28
13	Dec. 7	Dec. 20	Dec. 21	Dec. 30	2011	68	28
14	Dec. 21	Jan. 3	Jan. 4	Jan. 13	2012	64	28
15	Jan. 4	Jan. 17	Jan. 18	Jan. 27	2012	56	28
16	Jan. 18	Jan. 31	Feb. 1	Feb. 10	2012	40	28
17	Feb. 1	Feb. 14	Feb. 15	Feb. 24	2012	40	28
18	Feb. 15	Feb. 28	Feb. 29	Mar. 9	2012	40	28
19	Feb. 29	Mar. 13	Mar. 14	Mar. 23	2012	60	28
20	Mar. 14	Mar. 27	Mar. 28	Apr. 6	2012	40	28
21	Mar. 28	Apr. 10	Apr. 11	Apr. 20	2012	40	28
22	Apr. 11	Apr. 24	Apr. 25	May 4	2012	40	28
23	Apr. 25	May 8	May 9	May 18	2012	48	28
24	May 9	May 22	May 22 *	Jun. 1	2012	80	28
25	May 23	Jun. 5	Jun. 6	Jun. 15	2012	80	28
26	Jun. 6	Jun. 19	Jun. 20	Jun. 29	2012	80	28

*Highlighted Dates - Earlier Roster Due Date

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.