

Spring 17 Casual Payroll Calendar

<u>Pay Period End</u>	<u>Pay Period End</u>	<u>Check Date</u>
Monday, January 23, 2017	Sunday, February 05, 2017	Friday, February 10, 2017
Monday, February 06, 2017	Sunday, February 19, 2017	Friday, February 24, 2017
Monday, February 20, 2017	Sunday, March 05, 2017	Friday, March 10, 2017
Monday, March 06, 2017	Sunday, March 19, 2017	Friday, March 24, 2017
Monday, March 20, 2017	Sunday, April 02, 2017	Friday, April 07, 2017
Monday, April 03, 2017	Sunday, April 16, 2017	Friday, April 21, 2017
Monday, April 17, 2017	Sunday, April 30, 2017	Friday, May 05, 2017

PLEASE NOTE:

- 1) 1 Unit =10 Hours/Week
- 2) LATE SUBMISSION OF TIMESHEETS WILL RESULT IN A DELAY UNTIL THE NEXT PAYROLL CYCLE
- 3) ANY EMPLOYEE WHO WORKS MORE THAN 5 HOURS A DAY MUST TAKE AT LEAST A 30-MINUTE BREAK AND EXCLUDE THIS TIME FROM THE TOTAL HOURS
- 4) WORK STUDY & INTERNATIONAL STUDENTS ARE LIMITED BY FEDERAL AND IMMIGRATION REGULATIONS TO PART-TIME [A MAXIMUM OF 20 HOURS/WEEK, INCLUDING SPRING BREAK], EXCEPT OFFICIAL SCHOOL VACATION PERIODS
A TOTAL 35 HOURS PER WEEK IS ALLOWED DURING THE WINTER AND SUMMER BREAKS