

**HARDING UNIVERSITY
STUDENT PAYROLL SCHEDULE**

2009-20010

The University is authorized by the Department of Labor to pay sub-minimum wage. Students will be paid 85% of the minimum wage. Work Study students will receive minimum wage as long as funds are available.

Time sheets are due in the Student Payroll Office (**Ezell 142**) by **NOON** on the **MONDAY** following the end of the payroll period.

Please be **sure** to use the **STUDENT TIME SHEETS** and include the following:

1. Student Harding ID number (H#)
2. Signatures (student and supervisor)
3. Department name and account number
4. Correct dates, clock-in and clock-out times (using AM and PM), and total hours

PAYROLL ID	PAID DATES				TIME SHEET DUE DATE	CHECK DATE		
	WEEK ONE		WEEK TWO					
2009 BW 15	6/28	to	7/4	7/5	to	7/11	7/13	7/23
2009 BW 16	7/12	to	7/18	7/19	to	7/25	7/27	8/6
2009 BW 17	7/26	to	8/1	8/2	to	8/8	8/10	8/20
2009 BW 18	8/9	to	8/15	8/16	to	8/22	8/24	9/3
2009 BW 19	8/23	to	8/29	8/30	to	9/5	9/7	9/17
2009 BW 20	9/6	to	9/12	9/13	to	9/19	9/21	10/1
2009 BW 21	9/20	to	9/26	9/27	to	10/3	10/5	10/15
2009 BW 22	10/4	to	10/10	10/11	to	10/17	10/19	10/29
2009 BW 23	10/18	to	10/24	10/25	to	10/31	11/2	11/12
2009 BW 24	11/1	to	11/7	11/8	to	11/14	11/16	11/26
2009 BW 25	11/15	to	11/21	11/22	to	11/28	11/30	12/10
2009 BW 26	11/29	to	12/5	12/6	to	12/12	12/14	12/24
2010 BW 1	12/13	to	12/19	12/20	to	12/26	12/28	1/7
2010 BW 2	12/27	to	1/2	1/3	to	1/9	1/11	1/21
2010 BW 3	1/10	to	1/16	1/17	to	1/23	1/25	2/4
2010 BW 4	1/24	to	1/30	1/31	to	2/6	2/8	2/18
2010 BW 5	2/7	to	2/13	2/14	to	2/20	2/22	3/4
2010 BW 6	2/21	to	2/27	2/28	to	3/6	3/8	3/18
2010 BW 7	3/7	to	3/13	3/14	to	3/20	3/22	4/1
2010 BW 8	3/21	to	3/27	3/28	to	4/3	4/5	4/15
2010 BW 9	4/4	to	4/10	4/11	to	4/17	4/19	4/29
2010 BW 10	4/18	to	4/24	4/25	to	5/1	5/3	5/13
2010 BW 11	5/2	to	5/8	5/9	to	5/15	5/17	5/27
2010 BW 12	5/16	to	5/22	5/23	to	5/29	5/31	6/10
2010 BW 13	5/30	to	6/5	6/6	to	6/12	6/14	6/24
2010 BW 14	6/13	to	6/19	6/20	to	6/26	6/28	7/8
2010 BW 15	6/27	to	7/3	7/4	to	7/10	7/12	7/22
2010 BW 16	7/11	to	7/17	7/18	to	7/24	7/26	8/5
2010 BW 17	7/25	to	7/31	8/1	to	8/7	8/9	8/19
2010 BW 18	8/8	to	8/14	8/15	to	8/21	8/23	9/2
2010 BW 19	8/22	to	8/28	8/29	to	9/4	9/6	9/16

****NOTE**** Student Employment process - **STUDENTS** must have proper paperwork on file (including ID) in the Student Payroll Office. **STUDENTS** must present the Student Work Authorization "business card" to their supervisor **BEFORE** beginning work. **SUPERVISORS** - **PLEASE COMPLETE THE STUDENT WORK AUTHORIZATION FORM ON HARDING'S HR WEBSITE.** Thank you! Student Payroll, x4324