

## OBERLIN COLLEGE

### 2009-10 ACADEMIC YEAR STUDENT PAYROLL SCHEDULE

Please consult the below deadlines to ensure timely delivery of timecards and other documents to ensure timely pay for students. Student payroll checks are issued on alternate Fridays during the academic year. Student time cards **MUST** be received in the Payroll Office by 10am the Monday proceeding the student pay day, or pay will be delayed by two weeks.

<b>Student Employment Cards due in the SEO by Wednesday at Noon</b>	<b>Timecards due in the Payroll Office by Monday at 10 am</b>	<b>Pay Date Friday</b>
September 2	September 14	September 18
September 16	September 28	October 2
September 30	October 12	October 16
October 14	October 26	October 30
October 28	November 9	November 13
November 11	November 23	November 27
November 25	December 7	December 11
December 9	January 4	January 8
January 6	January 19**	January 22
January 20	February 1	February 5
February 3	February 15	February 19
February 17	March 1	March 5
March 3	March 15	March 19
March 17	March 29	April 2
March 31	April 12	April 16
April 14	April 26	April 30
April 28	May 10	May 14
May 12	May 24	May 28
May 26	June 7	June 11

\* Note: There will be no student payroll on December 24, 2009. Hours worked December 7<sup>th</sup> through December 20<sup>th</sup> will be included on the January 8, 2010 payroll.

\*\* Tuesday after Martin Luther King Day