

# Memorandum

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**To:** Summer Employment Program Supervisors and Student Employees  
**From:** Christopher C. Dixon  
Federal Work-Study Coordinator/JDL  
**Date:** 6/9/2009  
**Re:** 2009 Summer Employment Program Payment Schedule

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The pay periods, dates for timesheet submittal to the Student Employment Office, and payment dates are as follows:

## 2009 SUMMER EMPLOYMENT PAYMENT SCHEDULE

<u>Pay Period</u>	<u>Time Sheets Due</u>	<u>Payment Date</u>
June 4, 2009 - June 12, 2009	June 12, 2009	June 19, 2009
June 15, 2009 – June 26, 2009	June 26, 2009	July 3, 2009
June 29, 2008 – July 10, 2009	July 10, 2009	July 17, 2009
July 13, 2008 – July 24, 2009	July 24, 2009	July 31, 2009

Time sheets are due at the end of the day specified by the above due dates. Student employees may pick their checks up in the business office after 1:00 p.m. on the specified payment date.

Time sheets turned in **late** will result in **late payment**.