# 2014 PAYROLL CALENDAR FOR STUDENT EMPLOYEES

PAY PERIODS: 1ST -15TH AND 16TH-END OF THE MONTH

### NOVEMBER 2013

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | ST 31 | 1 | SUP 2 |
| 3 | 4 | 5 | 6 | 7 | P 8 | 9 |
| 10 | H 11 | 12 | 13 | 14 | ST 15 | 16 |
| SUP 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | P 25 | 26 | 27 | H 28 | H 29 | ST 30 |

### DECEMBER 2013

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 1 | SUP 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | P 10 | 11 | 12 | 13 | 14 |
| ST 15 | 16 | SUP 17 | 18 | 19 | P 20 | 21 |
| 22 | H 23 | H 24 | H 25 | H 26 | H 27 | 28 |
| 29 | H 30 | H 31 | | | | |

Dec 7: Last Class Day

Dec 20: Payday

Dec 9-13: Final Examinations

Dec 15 - Jan 5: Winter Break

### JANUARY 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | H 1 | SUP 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | P 10 | 11 |
| 12 | 13 | 14 | ST 15 | 16 | SUP 17 | 18 |
| 19 | H 20 | 21 | 22 | 23 | P 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | ST 31 | |

Jan 6: First Day Of Class

Jan 20: MLK Day

### FEBRUARY 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| SUP 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | P 10 | 11 | 12 | 13 | 14 | ST 15 |
| 16 | SUP 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | P 25 | 26 | 27 | ST 28 | |

### MARCH 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| SUP 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | P 10 | 11 | 12 | 13 | 14 | ST 15 |
| 16 | SUP 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | P 25 | 26 | 27 | 28 | 29 |
| 30 | ST 31 | | | | | |

Mar 17: Last Day Of Class

Mar 18-22: Final Examinations

Mar 23-30: Spring Break

Mar 31 Spring Quarter Begins

### APRIL 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | SUP 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | P 10 | 11 | 12 |
| 13 | 14 | ST 15 | 16 | SUP 17 | H 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | P 25 | 26 |
| 27 | 28 | 29 | ST 30 | | | |

April 10: University Mission Day

### MAY 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | 1 | SUP 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | P 9 | 10 |
| 11 | 12 | 13 | 14 | ST 15 | 16 | SUP 17 |
| 18 | 19 | 20 | 21 | 22 | P 23 | 24 |
| 25 | H 26 | 27 | 28 | 29 | 30 | ST 31 |

May 24-26: Memorial Day Weekend

### JUNE 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 1 | SUP 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | P 10 | 11 | 12 | 13 | 14 |
| ST 15 | 16 | SUP 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | P 25 | 26 | 27 | 28 |
| 29 | ST 30 | | | | | |

June 9: Last Day Of Class

June 10-14: Final Examinations

June 23: Summer Quarter Begins (1st 4-wk, 8-wk)

### JULY 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | SUP 2 | 3 | H 4 | 5 |
| 6 | 7 | 8 | 9 | P 10 | 11 | 12 |
| 13 | 14 | ST 15 | 16 | SUP 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | P 25 | 26 |
| 27 | 28 | 29 | 30 | ST 31 | | |

July 4: Independence Day

July 16: Summer Faculty Payday

July 19: Last Day Of Class (1st 4-wk)

July 21: First Day Of Class (2nd 4-wk)

### AUGUST 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | 1 | SUP 2 |
| 3 | 4 | 5 | 6 | 7 | P 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | ST 15 | 16 |
| SUP 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | P 25 | 26 | 27 | 28 | 29 | ST 30 |
| 31 | | | | | | |

Aug 15: Summer Faculty Payday

Aug 16: Last Day of Class (8-wk, 2nd 4-wk)

### SEPTEMBER 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | H 1 | SUP 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | P 10 | 11 | 12 | 13 |
| 14 | ST 15 | 16 | SUP 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | P 25 | 26 | 27 |
| 28 | 29 | ST 30 | | | | |

Sept 1: Labor Day

Sept 24: Classes Begin

### OCTOBER 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | 1 | SUP 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | P 10 | 11 |
| 12 | 13 | 14 | ST 15 | 16 | SUP 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | P 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | ST 31 | |

Oct 2: Mass of the Holy Spirit

### NOVEMBER 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| SUP 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | P 10 | H 11 | 12 | 13 | 14 | ST 15 |
| 16 | SUP 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | P 25 | 26 | H 27 | H 28 | 29 |
| ST 30 | | | | | | |

Nov 11: Veteran's Day

Nov 26-29: Thanksgiving Break

### DECEMBER 2014

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 1 | SUP 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | P 10 | 11 | 12 | 13 |
| 14 | ST 15 | 16 | SUP 17 | 18 | 19 | 20 |
| 21 | 22 | P 23 | H 24 | H 25 | H 26 | 27 |
| 28 | H 29 | H 30 | H 31 | | | |

Dec 6: Last Class Day

Dec 8-12: Final Exam Week

Dec 15-Jan 4: Winter Break

| | |
|---|---|
| P | PAYDAY FOR STUDENTS |
| T | TIME SHEET DUE FOR STUDENTS |
| H | HOLIDAY |
| ST | STUDENT DEADLINE (15TH & END OF MONTH) |
| Sup | SUPERVISOR DEADLINE (2ND & 17TH) |

## STUDENT PAYROLL SCHEDULE

Student's Time Sheet is due by the 15th for period covering 1st - 15th
and end of the month for period covering 16th - the end of the month.
Student entries (15th and end of the month) and supervisor approvals (2nd and 17th) are due by 11:59pm

Payday is the 10th and 25th of the month , or the Friday before if the 10th or 25th falls on a weekend or holiday.

Students are allowed to work up to 20 hours per week during period of enrollment (including final examinations week),
and up to 40 hours per week during Winter and Spring Break.
During the summer term, students enrolled for fewer than 6 undergraduate credits, or fewer than 3 graduate credits,
are allowed to work full time (40 hours per week).

**Payroll Office**
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Visit http://insite.seattleu.edu/payroll/home/ to download payroll forms