

# Entomology MSU TEMPORARY EMPLOYEE Payroll Schedule 2018

## Attention: ENTOMOLOGY BUSINESS OFFICE

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Sunday) \_\_\_\_\_

and ending

(Saturday) \_\_\_\_\_

WEEK 1 Account	Sub Acct	Sun	Mon	Tues	Wed	Thur	Fri	Sat	TOTAL WK 1
WEEK 2 Account	Sub Acct	Sun	Mon	Tues	Wed	Thur	Fri	Sat	TOTAL WK 2

TOTAL HOURS FOR 2 WEEK PERIOD

**My signature below certifies that all hours during this pay period are accounted for and accurately reported.**

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_  
(Must be full time faculty or staff member)

**NOTE:**

Timesheets are due on the **DUE DATE BY 5:00 PM** listed on the Payroll Schedule to the right. Timesheets submitted after the due date will be processed on the following pay period.

Timesheets should be dropped off at  
**243 Natural Science** or  
**FAXED to 517-432-7061** or  
**EMAILED to ENT.Timesheets@msu.edu**

Thank you.

**\*\* Early payday due to holiday \*\***

**Hours recorded over 40 hours per week will be paid at time and a half.**

**CONTACT PERSON:**

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243 Natural Science  
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Employee Payroll Schedule			
Pay Begin Date	Pay End Date	Timesheet Due Date	Check Date (Payday)
12/10/2017	12/23/2017	<b>12/22/2017*</b>	1/5/2018
12/24/2017	1/6/2018	1/8/2018	1/19/2018
1/7/2018	1/20/2018	1/22/2018	2/2/2018
1/21/2018	2/3/2018	2/5/2018	2/16/2018
2/4/2018	2/17/2018	2/19/2018	3/2/2018
2/18/2018	3/3/2018	3/5/2018	3/16/2018
3/4/2018	3/17/2018	3/19/2018	3/30/2018
3/18/2018	3/31/2018	4/2/2018	4/13/2018
4/1/2018	4/14/2018	4/16/2018	4/27/2018
4/15/2018	4/28/2018	4/30/2018	5/11/2018
4/29/2018	5/12/2018	5/14/2018	5/25/2018
5/13/2018	5/26/2018	<b>5/25/2018*</b>	6/8/2018
5/27/2018	6/9/2018	6/11/2018	6/22/2018
6/10/2018	6/23/2018	6/25/2018	7/6/2018
6/24/2018	7/7/2018	7/9/2018	7/20/2018
7/8/2018	7/21/2018	7/23/2018	8/3/2018
7/22/2018	8/4/2018	8/6/2018	8/17/2018
8/5/2018	8/18/2018	8/20/2018	8/31/2018
8/19/2018	9/1/2018	<b>8/31/2018*</b>	9/14/2018
9/2/2018	9/15/2018	9/17/2018	9/28/2018
9/16/2018	9/29/2018	10/1/2018	10/12/2018
9/30/2018	10/13/2018	10/15/2018	10/26/2018
10/14/2018	10/27/2018	10/29/2018	11/9/2018
10/28/2018	11/10/2018	<b>11/9/2018*</b>	11/21/2018
11/11/2018	11/24/2018	11/26/2018	12/7/2018
11/25/2018	12/8/2018	<b>12/7/2018*</b>	12/21/2018

\* Submit timesheets on Friday due to holiday

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