

Entomology MSU STUDENT EMPLOYEE Payroll Schedule 2019

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:

Katie Steinman
 Department of Entomology
 243 Natural Science
 Phone: (517) 884-0396
 Fax: (517) 432-7061
 steinm50@msu.edu

| Employee Payroll Schedule | | | |
|---------------------------|--------------|--------------------|---------------------|
| Pay Begin Date | Pay End Date | Timesheet Due Date | Check Date (Payday) |
| 12/9/2018 | 12/22/2018 | 12/21/2018* | 1/4/2019 |
| 12/23/2018 | 1/5/2019 | 1/7/2019 | 1/18/2019 |
| 1/6/2019 | 1/19/2019 | 1/21/2019 | 2/1/2019 |
| 1/20/2019 | 2/2/2019 | 2/4/2019 | 2/15/2019 |
| 2/3/2019 | 2/16/2019 | 2/18/2019 | 3/1/2019 |
| 2/17/2019 | 3/2/2019 | 3/4/2019 | 3/15/2019 |
| 3/3/2019 | 3/16/2019 | 3/18/2019 | 3/29/2019 |
| 3/17/2019 | 3/30/2019 | 4/1/2019 | 4/12/2019 |
| 3/31/2019 | 4/13/2019 | 4/15/2019 | 4/26/2019 |
| 4/14/2019 | 4/27/2019 | 4/29/2019 | 5/10/2019 |
| 4/28/2019 | 5/11/2019 | 5/13/2019 | 5/24/2019 |
| 5/12/2019 | 5/25/2019 | 5/24/2019* | 6/7/2019 |
| 5/26/2019 | 6/8/2019 | 6/10/2019 | 6/21/2019 |
| 6/9/2019 | 6/22/2019 | 6/24/2019 | 7/5/2019 |
| 6/23/2019 | 7/6/2019 | 7/8/2019 | 7/19/2019 |
| 7/7/2019 | 7/20/2019 | 7/22/2019 | 8/2/2019 |
| 7/21/2019 | 8/3/2019 | 8/5/2019 | 8/16/2019 |
| 8/4/2019 | 8/17/2019 | 8/19/2019 | 8/30/2019 |
| 8/18/2019 | 8/31/2019 | 8/30/2019* | 9/13/2019 |
| 9/1/2019 | 9/14/2019 | 9/16/2019 | 9/27/2019 |
| 9/15/2019 | 9/28/2019 | 9/30/2019 | 10/11/2019 |
| 9/29/2019 | 10/12/2019 | 10/15/2019 | 10/25/2019 |
| 10/13/2019 | 10/26/2019 | 10/28/2019 | 11/8/2019 |
| 10/27/2019 | 11/9/2019 | 11/11/2019 | 11/22/2019 |
| 11/10/2019 | 11/23/2019 | 11/25/2019 | 12/6/2019 |
| 11/24/2019 | 12/7/2019 | 12/9/2019 | 12/20/2019 |

* Submit timesheets on Friday due to holiday