

Entomology MSU TEMPORARY 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

When using PMLA, please add a "S" after the hours used on that day.

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
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 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