



Student Employment Timesheet and Pay Schedule 2007-2008

The following is meant help you to better understand the Timesheet and Pay Schedule process for ASU's Student Employment Program. Should you have additional questions, contact the Student Employment Administrator in the Career Center.

Employment Packet Due: This means that all items related to your Student Employment Packet must be received by the Career Center and/or cleared by this date. This includes completion of Criminal Background Investigations.

Timesheet Due: All Federal Work Study and Student Assistant Employee timesheets must be submitted to Payroll by 10:00 a.m. on the designated dates. Timesheets can be accessed on the Payroll website at: http://www.aug.edu/business_office/timesheets.html. You must access timesheets using your Employee ID number. If you have recently been hired, you may contact the ASU Human Resources Office to obtain your Employee ID number. REMEMBER that all timesheets must be submitted with a Sign In/Out Form available online at the Career Center website.

Pay Day: This reflects the date your earnings will be available from your financial institutions. *(In rare cases, when a paper check is written, it will be available on this date.)*

Please note that these dates are subject to change. Dates with asterisks (*) denote an early deadline or pay date due to holiday, etc.

Pay Period	Employment Packet Due	Timesheet Due	Pay Day
July 28 - August 10	8/7/2007	8/13/2007	8/17/2007
August 11 – August 24	8/21/2007	8/27/2007	8/31/2007
August 25 – September 7	9/5/2007	9/10/2007	9/14/2007
September 8 – September 21	9/18/2007	9/24/2007	9/28/2007
September 22 - October 5	10/2/2007	10/8/2007	10/12/2007
October 6 – October 19	10/16/2007	10/22/2007	10/26/2007
October 20 – November 2	10/30/2007	11/5/2007	11/9/2007
November 3 – November 16	11/13/2007	11/16/2007	11/21/2007
November 17 – November 30	11/27/2007	12/3/2007	12/7/2007
December 1 – December 14	12/11/2007	12/17/2007	12/21/2007
December 15 – December 28	12/18/2007*	12/21/2007*	1/4/2008
December 29 - January 11	1/8/2008	1/14/2008	1/18/2008
January 12 - January 25	1/22/2008	1/28/2008	2/1/2008
January 26 - February 8	2/5/2008	2/11/2008	2/15/2008
February 9 - February 22	2/19/2008	2/25/2008	2/29/2008
February 23 - March 7	3/4/2008	3/10/2008	3/14/2008
March 8 - March 21	3/18/2008	3/24/2008	3/28/2008
March 22 - April 4	4/1/2008	4/7/2008	4/11/2008
April 5 - April 18	4/15/2008	4/21/2008	4/25/2008
April 19 - May 2	4/29/2008	5/5/2008	5/9/2008
May 3 - May 16	5/13/2008	5/19/2008	5/23/2008
May 17 - May 30	5/27/2008	6/2/2008	6/6/2008
May 31 - June 13	6/10/2008	6/16/2008	6/20/2008
June 14 - June 27	6/17/2008*	6/20/2008*	7/4/2008
June 28 - July 11	7/8/2008	7/14/2008	7/18/2008
July 12 - July 25	7/22/2008	7/28/2008	8/4/2008
July 26 - August 8	8/8/2008	8/14/2008	8/18/2008

For **Federal Work Study Students**, please be careful to observe the following when tracking your Federal Work Study Award balances:

- Earnings from **8/11/07 to 1/2/08** will be deducted from your **Fall 2007** award.
- Earnings from **1/3/08 to 5/13/08** will be deducted from your **Spring 2008** award.
- Earnings from **5/14/08 to 8/11/08** will be deducted from your **Summer 2008** award.