



Student Employment Timesheet and Pay Schedule 2008-2009

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. Students should project hours for these pay periods.

Pay Period	Employment Packet Due	Timesheet Due	Pay Day
August 8 - August 22	8/19/2008	8/25/2008	8/29/2008
August 23 - September 5	9/2/2008	9/8/2008	9/12/2008
September 6 – September 19	9/16/2008	9/22/2008	9/26/2008
September 20 – October 3	9/30/2008	10/6/2008	10/10/2008
October 4 - October 17	10/14/2008	10/20/2008	10/24/2008
October 18 – October 31	10/28/2008	11/3/2008	11/7/2008
November 1 – November 14	11/11/2008	11/17/2008	11/21/2008
November 15 – November 28	11/25/2008	12/1/2008	12/5/2008
November 29 – December 12	12/9/2008	12/15/2008	12/19/2008
December 13 – December 26*	12/12/2008	12/18/2008*	1/2/2009
December 27 – January 9	1/6/2009	1/12/2009	1/16/2009
January 10 - January 23	1/20/2009	1/26/2009	1/30/2009
January 24 - February 6	2/3/2009	2/9/2009	2/13/2009
February 7 - February 20	2/17/2009	2/23/2009	2/27/2009
February 21 - March 6	3/3/2009	3/9/2009	3/13/2009
March 7 - March 20	3/17/2009	3/23/2009	3/27/2009
March 21 - April 3	3/31/2009	4/6/2009	4/10/2009
April 4 - April 17	4/14/2009	4/20/2009	4/24/2009
April 18 - May 1	4/28/2009	5/4/2009	5/8/2009
May 2 - May 15	5/12/2009	5/18/2009	5/22/2009
May 16 - May 29	5/26/2009	6/1/2009	6/5/2009
May 30 - June 12	6/9/2009	6/15/2009	6/19/2009
June 13 - June 26	6/23/2009	6/29/2009	7/3/2009
June 27 - July 10	7/7/2009	7/13/2009	7/17/2009
July 11 - July 24	7/21/2009	7/27/2009	7/31/2009
July 25 - August 7	8/4/2009	8/10/2009	8/14/2009

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

- Earnings from **8/11/08 to 12/26/08** will be deducted from your **Fall 2008** award.
- Earnings from **12/27/08 to 5/15/09** will be deducted from your **Spring 2009** award.
- Earnings from **5/16/09 to 8/7/09** will be deducted from your **Summer 2009** award.