

2011 – 2012 Student Employees Payroll Schedule

PAYPERIODS	TIMESHEETS DUE	PAYDAYS
7/25/11 – 8/28/11 (Painters start 7/25, HRs start 8/11 and RAs start 8/14)	8/29/11	9/15/11

FALL SEMESTER 2011

8/29/11 – 9/18/11	9/19/11	10/06/11
9/19/11 – 10/9/11	10/10/11	10/27/11
10/10/11 – 10/30/11 (Fall Break Oct. 15 – Oct. 18)	10/31/11	11/17/11
10/31/11 – 11/20/11	11/21/11	12/15/11
11/21/11 – 12/16/11 (Thanksgiving Break Nov. 23 – Nov.27) (Exams Dec 12– Dec.16) (Holiday Break Dec.17 – Jan.16, 2012)	12/16/11	1/19/12

SPRING SEMESTER 2012

(Martin Luther King Day Jan. 16-no classes)

1/16/12 – 2/5/12	2/6/12	2/23/12
2/6/12 – 2/26/12	2/27/12	3/15/12
2/27/12 – 3/18/12 (Spring Break Mar. 2 – Mar. 11)	3/19/12	4/5/12
3/19/12– 4/08/12	4/09/12	4/26/12
4/9/12 – 5/4/12	5/4/12	5/24/12

(Final Exams Apr 30 – May 4)

MORE INFORMATION

Timesheets must be completed in ink. Corrections should not be made using Wite-out. Please draw a single line thru the error with the correction written beside it. All corrections must be initialed by the student and the supervisor.

Timesheets must be received in the Office of Financial Aid, Lee Hall, rm 229, by 5:00 pm on the due dates listed.

The paydays listed above are expected paydays, however, any delays in the processing of payrolls in Richmond may cause a payday to vary slightly from this schedule. Please consult Payline at <https://payline.doa.virginia.gov/> for information regarding your pay. You will set up an account, requesting a temporary password, using the employee number emailed to you by the Student Employment Supervisor. The temporary password will be sent to the Payroll Manager who will forward it to your UMW email address. You will be required to create a new, permanent password after you log in using your temporary password.

Before turning in your last timesheet, please inform the payroll office of any change in address and/or if you are closing your direct deposit account.

All W-2 statements will be mailed to your permanent home address as recorded in Banner.