

2009 – 2010 Student Employees Payroll Schedule

PAYPERIODS	TIMESHEETS DUE	PAYDAYS
7/27/09 – 8/23/09 (Painters start 7/27, HRs start 8/3 and RAs start 8/10)	8/24/09	9/10/09
FALL SEMESTER 2008		
8/24/09 – 9/13/09	9/14/09	10/1/09
9/14/09 – 10/4/09	10/5/09	10/22/09
10/5/09 – 10/25/09 (Fall Break Oct. 9 – Oct. 13)	10/26/09	11/12/09
10/26/09 – 11/15/09	11/16/09	12/3/09
11/16/09 – 12/11/09 (Thanksgiving Break Nov. 25 – Nov.29) (Exams Dec.7 – Dec.11) (Holiday Break Dec.12 – Jan.10, 2010)	12/11/09	1/14/10
SPRING SEMESTER 2010		
1/11/10 – 1/31/10	2/1/10	2/18/10
2/1/10 – 2/21/10	2/22/10	3/11/10
2/22/10 – 3/14/10 (Spring Break Feb. 26 – Mar. 7)	3/15/10	4/1/10
3/15/10 – 4/04/10	4/05/10	4/22/10
4/5/10 – 4/30/10	4/30/10	5/20/10
(Final Exams Apr.26 – Apr.30)		

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://secure.doa.virginia.gov/payline/> for information regarding your pay. You will set up an account using your SSN and your password will be sent to the Payroll Manager who will forward it to your UMW email. You will be given the opportunity to change your password when you log in the first time.

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.