

## OFFICE MEMORANDUM

WESTERN ILLINOIS UNIVERSITY

PAYROLL

**TO:** Student Supervisors and Fiscal Agents  
**FROM:** Nancy Chang  
**DATE:** August 1, 2009  
**RE:** Student Pay Schedule

Listed below is the student pay schedule for the 2009 - 2010 school year. Each pay period is listed, along with the due date for the time confirmation, and the pay date. Student time must be confirmed by BOTH the supervisor and the student. If a student does not work any hours during the pay period, only the supervisor is required to confirm the student Time Screen. Please encourage student employees to sign up for direct deposit on the STARS "DIRECT DEPOSIT AUTHORIZATION" SCREEN. Please contact the Payroll Office at 298-1867 if you have any questions about the student payroll.

### 2009 - 2010 STUDENT PAY SCHEDULE

<b>PAY PERIOD</b>	<b>TIME CONFIRMATION DUE</b>	<b>PAY DATE</b>
08/16 - 08/31/09	09/01/09	09/16/09
09/01 - 09/15/09	09/16/09	10/01/09
09/16 - 09/30/09	10/01/09	10/16/09
10/01 - 10/15/09	10/16/09	10/30/09
10/16 - 10/31/09	11/02/09	11/16/09
11/01 - 11/15/09	11/16/09	12/01/09
11/16 - 11/30/09	12/01/09	12/16/09
12/01 - 12/15/09	12/16/09	01/04/10
12/16 - 12/31/09	01/04/09	01/15/10
01/01 - 01/15/10	01/19/10	02/01/10
01/16 - 01/31/10	02/01/10	02/16/10
02/01 - 02/15/10	02/16/10	03/01/10
02/16 - 02/28/10	03/01/10	03/16/10
03/01 - 03/15/10	03/16/10	04/01/10
03/16 - 03/31/10	04/01/10	04/16/10
04/01 - 04/15/10	04/16/10	04/30/10
04/16 - 04/30/10	05/03/10	05/14/10
05/01 - 05/15/10	05/17/10	06/01/10
05/16 - 05/31/10	06/01/10	06/16/10
06/01 - 06/15/10	06/16/10	07/01/10
06/16 - 06/30/10	07/01/10(Last FY10 Payroll)	07/16/10
07/01 - 07/15/10	07/16/10	07/30/10
07/16 - 07/31/10	08/02/10	08/16/10
08/01 - 08/15/10	08/16/10	09/01/10