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| --- | --- | --- | --- |
| **Pay Period** | **Students Verification to Supervisor** | **Supervisors Approved Time Sheets to Payroll** | **Pay Date** |
| Aug 16 – Aug 29 | August 31, 2015 | September 1st, 2015 | **September 9, 2015** |
| Aug 30 – Sept 26 | September 28, 2015 | September 29, 2015 | **October 7, 2015** |
| Sep 27 –Oct 17 | October 19, 2015 | October 20, 2015 | **October 28, 2015** |
| Oct 18 – Nov 7 | November 9, 2015 | November 10, 2015 | **November 18, 2015** |
| Nov 8 – Nov 28 | November 30, 2015 | December 1, 2015 | **December 9, 2015\*\*** |
| Nov 29– Jan 2 | January 4, 2016 | January 5, 2016 | **January 13, 2016\*\*** |
| Jan 3 – Jan 30 | February 1,, 2016 | February 2, 2016 | **February 10, 2016** |
| Jan 31– Feb 27 | February 29, 2016 | March 1, 2016 | **March 9, 2016** |
| Feb 28 – Mar 26 | March 28, 2016 | March 29, 2016 | **April 6, 2016** |
| Mar 27 – Apr 9 | April 11, 2016 | April 12, 2016 | **April 21,, 2016** |
| April 10 –May 7 | May 9, 2016 | May 10, 2016 | **May 18, 2016\*\*** |

**Students:** It is your responsibility to submit your time for approval by the specified date each pay period.  Not submitting your time for approval will delay the processing of your pay check until the next scheduled pay date.

**Supervisors:** You must approve all time sheets by the stated date above to ensure that your student employees are paid on the scheduled pay date.

**Check Delivery:** During the Academic year, student pay checks are delivered to your Kellogg Center post office box by 10:30 a.m. on the pay date shown above

**Direct Deposit:** Students are expected to participate in the direct deposit option for receiving their pay. A significant benefit of this program is the flexibility of not having to be on campus on pay day, particularly helpful for pay days that fall at the end of semesters and/or during breaks.

\*\***For the dates indicated above**. Your pay check/stub will be mailed to your permanent Mailing Address on record with the College. To have your check sent to your KC box or otherwise held for you the student must contact Human Resources in writing (email preferred to hr@albion.edu) prior to leaving campus and prior to the actual pay date. If a student wants his or her pay check mailed to an address other than the mailing address on record the student must submit a self-addressed envelope and present his or her student ID at the time of delivery of the self-addressed envelope to Human Resources.