

**MISSOURI SOUTHERN STATE UNIVERSITY
STUDENT EMPLOYEE PAY SCHEDULE
December 6, 2009 - December 4, 2010**

<u>Pay Period Worked</u>	<u>Timesheet Deadline</u>	<u>Pay Day 3rd Thursday/Month</u>
Dec 6, 2009 - Jan 2, 2010	Jan 4, 2010	Jan 21, 2010
Jan 3, 2010 - Jan 30, 2010	Feb 1, 2010	Feb 18, 2010
Jan 31, 2010 - Feb 27, 2010	Mar 1, 2010	Mar 18, 2010
Feb 28, 2010 - Mar 27, 2010	Mar 29, 2010	Apr 15, 2010
Mar 28, 2010 - May 1, 2010 (5 wks)	May 3, 2010	May 20, 2010
May 2, 2010 - May 29, 2010	May 31, 2010	Jun 17, 2010
May 30, 2010 - Jun 30, 2010 (mid wk)	Jul 1, 2010	Jul 15, 2010
Jul 1, 2010 - Jul 31, 2010	Aug 2, 2010	Aug 19, 2010
Aug 1, 2010 - Aug 28, 2010	Aug 30, 2010	Sep 16, 2010
Aug 29, 2010 - Oct 2, 2010 (5 wks)	Oct 4, 2010	Oct 21, 2010
Oct 3, 2010 - Oct 30, 2010	Nov 1, 2010	Nov 18, 2010
Oct 31, 2010 - Dec 4, 2010	Dec 6, 2010	Dec 16, 2010

Student Employees must turn in timesheets before noon on Monday following the last day of the pay period. Please attach an additional sheet when you have a five or six week pay period.

Paycheck Pickup:

Paychecks are available for pick-up (with Student ID) on payday at the Business Office Cashier's window, 2nd floor Hearnes Hall.

Any paychecks not picked up by the first of the next month following payday will be mailed to the most current address.

If you have a change of address, you must notify the Human Resources office (Hearnes Hall Room 217).