



To: Student Employees & Supervisors
From: Payroll - Office of Financial Affairs
Date: May 6, 2020
Re: End of Semester Student Payroll Checks

STUDENT EMPLOYMENT ENDS ON MAY 11, 2020

The pay period April 30, 2020 to May 11, 2020 will have a pay date of May 22, 2020. The pay checks will be mailed as they were for the previous payroll.

- If students would like to change the address the check is mailed to, please contact Payroll at payroll@utica.edu or (315) 792-3161 no later than Monday, May 18, 2020. This information will also need to be provided to the Student Employment Office no later than Monday, May 18, 2020.
- Direct deposits will be processed as usual and will be posted on the pay date listed above.
- All **student employment jobs** END on May 11, 2020. You will not be able to open your time sheet for the pay period after Monday, May 11, 2020. Be sure to open your time sheet by Sunday, May 10, 2020 at the latest.
- All time sheets will need to be **submitted** to your Supervisor, no later than 11:59 pm on Monday, May 11, 2020.
- Supervisors will have until 9:00 pm on Friday, May 15, 2020 to complete any changes and approvals to the student time sheets.

Please do not hesitate to contact the Payroll Office via phone 315-792-3161 or email payroll@utica.edu with any questions.

Thank you for your cooperation. Enjoy your summer break!