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 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!