



**To:** Student Employees & Supervisors  
**From:** Payroll - Office of Financial Affairs  
**Date:** May 1, 2018  
**Re:** End of Semester Student Payroll Checks  
**ST 10 Pay Period 4/19-5/2/2018 &**  
**ST 11 Pay Period 5/3-5/6/2018**

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**Student Employment ENDS on May 6<sup>th</sup>**

**Summer Employment BEGINS on May 7<sup>th</sup>**

All student payroll checks for ST 10 pay date 5/11/18 & ST 11 pay date 5/25/18 will be mailed to the home addresses on file with Human Resources on the actual pay dates. This includes international student paychecks as well. Please see below for further instructions.

- If students would like to make other arrangements, please contact Payroll @ [payroll@utica.edu](mailto:payroll@utica.edu) or (315) 792-3161 no later than Monday, May 7, 2018.
- If you have recently moved or your home address has been changed, please make sure to provide your current address to the Student Employment Office no later than Monday, May 7, 2018.
- If you are an international student, and you will still be on campus for the upcoming payrolls and prefer to have your paycheck delivered to the Office of International Education, please contact Payroll no later than Monday, May 7, 2018.
- Direct deposits will be processed as usual and will be posted on the pay dates listed above.
- All **student employment jobs** END on **Sunday, May 6, 2018**. You will not be able to open your time sheet for the 5/3 - 5/6/18 pay period after Sunday, May 6, 2018. Be sure to open your time sheet by Sunday, May 6, 2018, at the latest.
- **Summer employment positions (positions that start with a prefix "T")** BEGIN on **MAY 7<sup>th</sup>**. Summer employment "T" position hours worked must be entered on the correct timesheet.

*Please do not hesitate to contact the Payroll Office via phone or email with any questions or concerns.*

Thank you for your cooperation. Enjoy your summer break!