**To:** Student Summer Employees

**From:** Payroll – Office of Financial Affairs

**Date:** August 21, 2020

**Re:** Summer Employment Hours

Summer student employees, please be advised that the last day of summer employment is Sunday, August 23, 2020. To help eliminate confusion, please be sure to submit your hours on the correct time sheet. All summer job position numbers start with a T.

Fall student employment starts on Monday, August 24, 2020. Please be sure to enter hours worked on Monday, August 24, 2020 and after onto your fall time sheet. All fall position numbers start with an E or Z. Also, please note, the first student pay period will be from Monday, August 24, 2020 through Wednesday, September 2, 2020. With your first time sheets due by midnight on Thursday, September 3, 2020. Please refer to the Student Employment webpage for the payroll schedule for the Fall semester.

If you have any questions feel free to contact Payroll at 315-792-3161 or payroll@utica.edu.

Have a great fall semester!