All new employees must be approved to work by the Human Resources Office before being scheduled to work. Employees who have not received a printed timesheet or are not visible on the Web Advisor Time Entry system are not approved to work. Timesheets or time entries must be signed and submitted by the Tuesday after the pay period end date and approved by the supervisor no later than the following Wednesday after the pay period end date. Late, incomplete or unapproved time will result in a delay of payment. Payroll is bi-weekly and paid by direct deposit or pay card only. If you need to change your direct deposit information, please visit the Human Resources office as soon as possible.

Students working in the College Workstudy Program (CWS) must be approved by the Financial Aid office in VLH 107 each term, complete all employment paperwork before reporting to work, and must maintain all CWS eligibility requirements. It is imperative to check with the Financial Aid office each term to determine your eligibility and award amounts. Changes in enrollment may affect your award amount.

Students receiving Workstudy funds must not work beyond their individual award amount nor work outside of the semester time frames stated below.

### Fall 2021
August 15, 2021 through December 18, 2021

### Spring 2022
January 2, 2022 through May 13, 2022

### Summer 2022
May 22, 2022 through August 13, 2022

<table>
<thead>
<tr>
<th>Pay Period Start</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Holidays</th>
<th>Significant Payroll Items</th>
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<tr>
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<td>FT Faculty 1st Pay for 2021/22</td>
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Rev. 05/05/21 This payroll schedule is subject to change without notice.
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<td>05/22/22</td>
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