



2012 Pay Period Calendar

January 2012	January 1 Ending January 31	July 2012	Beginning July 1 Ending July 31
February 2012	Beginning February 1 Ending February 29	August 2012	Beginning August 1 Ending August 30
March 2012	Beginning March 1 Ending March 31	September 2012	Beginning August 31 Ending September 30
April 2012	Beginning April 1 Ending April 30	October 2012	Beginning October 1 Ending October 30
May 2012	Beginning May 1 Ending May 30	November 2012	Beginning October 31 Ending November 29
June 2012	Beginning May 31 Ending June 30	December 2012	Beginning November 30 Ending December 31

Student Employment Forms: <http://www.csum.edu/HumanResources/Forms.asp>

- ◆ Timesheets are completed by student and turned into his/her supervisor by the end of each pay period.
- ◆ Supervisors turn in student timesheets to Payroll by the 3rd of the month for timely processing.
- ◆ Students are NOT authorized to bring timesheets to Payroll directly.
- ◆ Student pay date is the 12th of each month.
- ◆ Students who have filed for Direct Deposit will receive their pay via electronic fund transfer.
- ◆ Non-Direct Deposit students must bring a photo ID to receive their check from the Cashier's Office.

Questions?

Visit the Human Resources Office during the hours listed above, or contact Emily Busquaert:

◆ ebusquaert@csum.edu ◆ (707) 654-1139