

Pay Information

- Paydays occur twice a month: on the 14th of February, the 15th of 30 day months, the 16th of 31 day months, and the last day of every month. If any of the pay dates falls on a Saturday or Sunday, paychecks will be available the Friday before the usual date.
- **ANY PAY RATE CHANGE MUST BE APPROVED through the Human Resources Office prior to submission of the timesheet.**
- **Students must have prior permission from the Human Resources Office to work either overtime or on college holidays (including snow days).** Request forms are available on the Student Employment web site.
- Supervisors and Federal Work Study students need to keep track of total hours and money earned to ensure that no one works more than awarded for that specific job.
- **Federal Work Study students working in the community may NOT request to work on college holidays (including snow days).**
- If a student works more than 40 hours during a week (12:01AM Sunday through 12:00PM Saturday), the pay rate is 1.5 times the usual pay rate.
- If a student works during college holidays (including snow days), the pay rate is 2.5 times the usual pay rate.

If you have any questions concerning these instructions, contact the Human Resources Office.

Questions regarding timesheets only may be directed to the Payroll Department at 304-260-4380 X 2212.