

Spring 2005

STUDENT EMPLOYMENT SERVICES STUDENT PAYROLL SCHEDULE

ANY FORM OF CASH COMPENSATION GIVEN TO STUDENTS FOR THEIR SERVICES *MUST* GO THROUGH THE STUDENT PAYROLL PROCESS

PAY PERIOD	TIME CARDS DUE	MAXIMUM WORKING HOURS *	PAY DAY (AFTER 11:00 A.M.)
JAN 1-15	JAN 14	60	JAN 31
JAN 16-31	JAN 31	40	FEB 15
FEB 1-15	FEB 15	44	FEB 28
FEB 16-28	FEB 28	32	MARCH 15
MARCH 1-15	MARCH 15	44	MARCH 30
MARCH 16-31	MARCH 30	56	APRIL 15
APRIL 1-15	APRIL 15	44	APRIL 29
APRIL 16- 30	APRIL 29	40	MAY 13
MAY 1-15	May 13	60	MAY 31

$$\frac{(\$ \quad)}{\text{Award}} \div \frac{(\$ \quad)}{\text{Payrate}} = \frac{\quad}{\text{Total hours for the year}}$$

*Maximum working hours is based on a 20 hour week schedule. Please keep track of your award balances, total funds awarded, pay rate, and number of jobs held.

All earnings will be subject to both federal and state taxes, and will be shown on a W-2 at the end of the calendar year.

The 7.65% FICA tax will be withheld from student wages as required by IRS guidelines. In accordance with Revenue Procedure 98-16, earnings of students who are enrolled at least halftime will be exempt from FICA tax. Undergraduates who are enrolled in at least six units (three units in the summer), and graduate students who are enrolled in at least three units are considered to be enrolled halftime. Student earnings during school breaks of no more than five weeks are exempt regardless of enrollment status.

When a student is required to pay FICA tax on his/her earnings, the University is required to match the total FICA tax deduction with University funds.

☎ **PAYCHECKS ARE AVAILABLE AFTER 11:00 AM ON PAYDAY** ☎

PLEASE SEE REVERSE SIDE