



STUDENT WORKER PROGRAM
HARRIS-STOWE STATE UNIVERSITY
 3026 LACLEDE AVE., HGA #004, ST. LOUIS MO 63103 (314) 340-3507
2017 – 2018 PAYROLL SCHEDULE

ANY FALSE INFORMATION PROVIDED ON THIS FORM IS A VIOLATION OF THE POLICIES AND PROCEDURES OF THE INSTITUTION AND MAY BE PUNISHED BY THE TERMINATION OF PROGRAM PARTICIPATION.

FORM
SWPPS

FALL 2017

PAY PERIOD START DATE:	PAY PERIOD ENDING DATE:	TIME SHEET DUE DATE:	PAY DATE:
Monday, August 21 st	Thursday, August 31 st	Monday, September 18th	Friday, September 29 th
Friday, September 1 st	Friday, September 15 th	Monday, September 18th	Friday, September 29 th
Saturday, September 16 th	Saturday, September 30 th	Monday, October 2nd	Friday, October 13 th

2018-2019 FAFSA becomes available 10/01! Log into fafsa.ed.gov to update yours now!

Sunday, October 1 st	Sunday, October 15 th	Monday, October 16th	Tuesday, October 31 st
Monday, October 16 th	Tuesday, October 31 st	Wednesday, November 1st	Wednesday, November 15 th
Thursday, November 1 st	Wednesday, November 15 th	Thursday, November 16th	Thursday, November 30 th
Thursday, November 16 th	Thursday, November 30 th	Friday, December 1st	Friday, December 15 th
Friday, December 1 st	Saturday, December 9 th	Monday, December 11th	Friday, December 15 th

CLOSURE DATES:

Saturday, September 2nd – Monday, September 4th Official University Holiday (Labor Day)
Wednesday, November 22nd – Saturday, November 25th Official University Holiday (Thanksgiving)
Monday, December 4th – Saturday, December 9th Fall 2017 Finals

****Only pre-approved Student Workers can work during the week of finals****

SPRING 2018

PAY PERIOD START	PAY PERIOD ENDING	TIME SHEET DUE	PAY DATE:
Monday, January 8 th	Monday, January 15 th	Tuesday, January 16th	Wednesday, January 31 st
Tuesday, January 16 th	Wednesday, January 31 st	Thursday, February 1st	Thursday, February 15 th
Friday, February 2 nd	Thursday, February 15 th	Friday, February 16th	Wednesday, February 28 th
Friday, February 16 th	Wednesday, February 28 th	Thursday, March 1st	Thursday, March 15 th
Thursday, March 1 st	Thursday, March 15 th	Friday, March 16th	Thursday, March 29 th
Friday, March 16 th	Saturday, March 31 st	Monday, April 2nd	Friday, April 13 th
Sunday, April 1 st	Sunday, April 15 th	Monday, April 16th	Monday, April 30 th
Monday, April 16 th	Monday, April 30 th	Tuesday, May 1st	Tuesday, May 15 th
Tuesday, May 1 st	Saturday, May 5 th	Monday, May 7th	Tuesday, May 15 th

CLOSURE DATES:

Monday, January 15th Official University Holiday (In Recognition of Dr. King's Birthday)
Monday, February 19th Official University Holiday (President's Day) Friday,
March 30th – Sunday, April 1st Official University Holiday (Good Friday)
Monday, April 30th – Saturday, May 5th Spring 2018 Finals

****Only pre-approved Student Workers can work during the week of finals****

ALL DATES ARE SUBJECT TO CHANGE.

Summer 2018

PAY PERIOD START	PAY PERIOD ENDING	TIME SHEET DUE	PAY DATE:
Tuesday, May 16 th	Thursday, May 31 st	Friday, June 1st	Friday, June 15th
Friday, June 1st	Friday, June 15 th	Monday, June 18th	Friday, June 29th
Saturday, June 16 th	Saturday, June 30 th	Monday, July 2nd	Friday, July 13th
Sunday, July 1 st	Sunday, July 15 th	Monday, July 16th	Friday, July 31st
Monday, July 16 th	Tuesday, July 31 st	Wednesday, August 1st	Wednesday, August 15 th
Wednesday August 1 st	Wednesday, August 15 th	Thursday, August 16th	Friday, August 31 st
Thursday, August 16 th	Friday, August 31 st	Monday, September 3rd	Friday, September 14

CLOSURE DATES:

Monday, May 28th Official University Holiday (Memorial Day)

Wednesday, July 4th Official University Holiday (Independence Day)

****Only pre-approved Student Workers can work during the week of finals
/ Pre – approval is determined by the department supervisor****

ALL DATES ARE SUBJECT TO CHANGE.