

Villanova University
Student Pay Schedule – Academic Year 2007/2008

| <i>Pay Period</i> Two Weeks Monday – Sunday | <i>New Employee</i> Information to Financial Aid | <i>Student Timesheet</i> Deadline To Payroll (Paper) | <i>Web Time Entry</i> Deadline to submit for approval | <i>Web Time Entry</i> Deadline for Approvers | <i>Pay Date</i> Every Other Wednesday | <i>Pay</i> # |
|---|--|--|---|--|---|-----------------|
| 8/ 6/07 - 8/19/07 | 8/13/07 | 8/20/07 | 8/20/07 2:00 PM | 8/21/07 5:00 PM | 8/29/07 | 18 |
| 8/20/07 - 9/ 2/07 | 8/24/07 Early Deadline | 8/31/07 Early Deadline | 9/ 3/07 9:00 PM Labor Day | 9/ 4/07 5:00 PM | 9/12/07 | 19 |
| 9/ 3/07 - 9/16/07 | 9/10/07 | 9/17/07 | 9/17/07 2:00 PM | 9/18/07 5:00 PM | 9/26/07 | 20 |
| 9/17/07 - 9/30/07 | 9/24/07 | 10/ 1/07 | 10/ 1/07 2:00 PM | 10/ 2/07 5:00 PM | 10/10/07 | 21 |
| 10/ 1/07 - 10/14/07 | 10/ 8/07 | 10/15/07 | 10/15/07 2:00 PM | 10/16/07 5:00 PM | 10/24/07 | 22 |
| 10/15/07 - 10/28/07 | 10/22/07 | 10/29/07 | 10/29/07 2:00 PM | 10/30/07 5:00 PM | 11/ 7/07 | 23 |
| 10/29/07 - 11/11/07 | 11/ 5/07 | 11/12/07 | 11/12/07 2:00 PM | 11/13/07 5:00 PM | 11/20/07 | 24 |
| 11/12/07 - 11/25/07 | 11/15/07 Early Deadline | 11/26/07 | 11/26/07 2:00 PM | 11/27/07 5:00 PM | 12/ 5/07 | 25 |
| 11/26/07 - 12/ 9/07 | 12/ 3/07 | 12/10/07 | 12/10/07 2:00 PM | 12/11/07 5:00 PM | 12/19/07 | 26 |
| 12/10/07 - 12/23/07 | 12/10/07 Early Deadline | 12/17/07 Early Deadline | 12/17/07 2:00 PM Early Deadline | 12/18/07 5:00 PM Early Deadline | 1/ 2/08 | 1 |
| 12/24/07 - 1/ 6/08 | 12/20/07 Early Deadline | 1/ 7/08 | 1/ 7/08 2:00 PM | 1/ 8/08 5:00 PM | 1/16/08 | 2 |
| 1/ 7/08 - 1/20/08 | 1/11/08 Early Deadline | 1/18/08 Early Deadline | 1/21/08 9:00 PM | 1/22/08 5:00 PM | 1/30/08 | 3 |
| 1/21/08 - 2/ 3/08 | 1/28/08 | 2/ 4/08 | 2/ 4/08 2:00 PM | 2/ 5/08 5:00 PM | 2/13/08 | 4 |
| 2/ 4/08 - 2/17/08 | 2/11/08 | 2/18/08 | 2/18/08 2:00 PM | 2/19/08 5:00 PM | 2/27/08 | 5 |
| 2/18/08 - 3/ 2/08 | 2/25/08 | 3/ 3/08 | 3/ 3/08 2:00 PM | 3/ 4/08 5:00 PM | 3/12/08 | 6 |
| 3/ 3/08 - 3/16/08 | 3/10/08 | 3/13/08 Early Deadline | 3/17/08 2:00 PM | 3/18/08 5:00 PM | 3/26/08 | 7 |
| 3/17/08 - 3/30/08 | 3/20/08 Early Deadline | 3/31/08 | 3/31/08 2:00 PM | 4/ 1/08 5:00 PM | 4/ 9/08 | 8 |
| 3/31/08 - 4/13/08 | 4/ 7/08 | 4/14/08 | 4/14/08 2:00 PM | 4/15/08 5:00 PM | 4/23/08 | 9 |
| 4/14/08 - 4/27/08 | 4/21/08 | 4/28/08 | 4/28/08 2:00 PM | 4/29/08 5:00 PM | 5/ 7/08 | 10 |
| 4/28/08 - 5/11/08 | 5/ 5/08 | 5/12/08 | 5/12/08 2:00 PM | 5/13/08 5:00 PM | 5/21/08 | 11 |
| 5/12/08 - 5/25/08 | 5/16/08 Early Deadline | 5/23/08 Early Deadline | 5/26/08 9:00 PM Memorial Day | 5/27/08 5:00 PM | 6/ 4/08 | 12 |
| 5/26/08 - 6/ 8/08 | 6/ 2/08 | 6/ 9/08 | 6/ 9/08 2:00 PM | 6/10/08 5:00 PM | 6/18/08 | 13 |
| 6/ 9/08 - 6/22/08 | 6/16/08 | 6/23/08 | 6/23/08 2:00 PM | 6/24/08 5:00 PM | 7/ 2/08 | 14 |
| 6/23/08 - 7/ 6/08 | 6/27/08 Early Deadline | 7/ 7/08 | 7/ 7/08 2:00 PM | 7/ 8/08 5:00 PM | 7/16/08 | 15 |
| 7/ 7/08 - 7/20/08 | 7/14/08 | 7/21/08 | 7/21/08 2:00 PM | 7/22/08 5:00 PM | 7/30/08 | 16 |
| 7/21/08 - 8/ 3/08 | 7/28/08 | 8/ 4/08 | 8/ 4/08 2:00 PM | 8/ 5/08 5:00 PM | 8/13/08 | 17 |
| 8/ 4/08 - 8/17/08 | 8/11/08 | 8/18/08 | 8/18/08 2:00 PM | 8/19/08 5:00 PM | 8/27/08 | 18 |
| 8/18/08 - 8/31/08 | 8/22/08 Early Deadline | 8/29/08 Early Deadline | 9/ 1/08 9:00 PM Labor Day | 9/ 2/08 5:00 PM | 9/10/08 | 19 |

If schedule changes occur, they will be e-mailed to supervisors

Grayed/Bolded = Early deadline due to Holiday

- **All student employees** must go to the Office of Financial Assistance to pick-up a Student Employment Referral Form **before starting to work**. The department head must complete this form and submit it to the O.F.A. by the New Employee Information Deadline (above) before time sheets will be processed. All time sheets must be in the Payroll Office by the Time Sheet Deadline (above).
- **All new student employees** must complete Form W-4 and Form I-9 Immigration Verification, at the Office of Financial Assistance by the New Employee Information Deadline (above), prior to first day of work.
- **All time sheets** must be legible and complete. This includes **Student/Employee ID Number**, time in and out as well as total hours. It is the employee's responsibility to accurately tabulate total hours. Time sheets must also have the six-digit index number, four-digit account number, position number, as well as pay period begin and end dates completed. Finally, time sheets must be signed by the primary budget administrator or authorized alternate as well as by the student. (Stamped signatures are invalid). Incomplete or late information and time sheets will delay payment until the next payroll cycle.
- **Web Time Entry** is available for most departments (check with your Supervisor). Web time entry must be submitted for approval by the deadline listed above. This deadline occurs exactly at the time indicated, you will need to submit a "paper" time sheet if the deadline is missed (these time sheets will then be held for the next pay cycle). Instructions for web time entry can be found at www.payroll.villanova.edu (click on "Procedures" then "Student Web Time Entry")
- **Pay checks** are placed in your student mail box on pay day per the above schedule. If you do not live on campus, your check will be available at the Kennedy mail room postal window during their business hours. A **valid student I.D.** card is required to pick up checks from the postal window. **Direct deposit** of pay is available through most financial institutions. A Direct Deposit form is available at www.payroll.villanova.edu (click on forms). Students with direct deposit can view or print a copy of their pay stub through www.novasis.villanova.edu. **Pay checks will not be mailed without a self-addressed stamped envelope.**
- **Please note**, blank W-4, Student Time Sheets, Pay Schedules, and Direct Deposit sign-up forms are available on our web site: www.payroll.villanova.edu.

If you have any questions, contact:

| | |
|------------------|--|
| Michelle Johnson | (610-519-4262) Payroll Office |
| Marykay Klara | (610-519-7934) Office of Financial Assistance |
| Wendy Barron | (610-519-7015) Law School Financial Assistance |