

# Kenyon College

## STUDENT EMPLOYMENT 2013-2014 ACADEMIC YEAR PAY SCHEDULE

DATE: May 23, 2013  
TO: All Faculty & Staff Administering Student Employment  
FROM: Heidi Norris, Student Employment Coordinator/Career Development Office  
RE: **2013 - 2014 STUDENT EMPLOYEE PAYROLL DATES**

When hiring a new student:

Contact the Career Development Office **before** the student's start date

Provide the following information:

- Student name
- Position title and/or Position number
- Start date
- End date

Students must have the following items on file with our office **before** their first day of work.

- I-9 form
- Record of presenting proper identification
- Direct Deposit form

In addition, please monitor students working in multiple departments to avoid overtime pay (students working beyond 40 hours in a single week). For overtime purposes, a week will be defined as Monday – Sunday. Please note that international students may work a maximum of 20 hours a week when classes are in session, and up to 40 hours a week during break periods (i.e. winter, spring and summer breaks).

<u>Payroll Period</u>	<u>Timesheets Due</u>	<u>Employer Approval Due</u>	<u>Direct Deposit</u>
August 24 – September 15, 2013	September 16 (Monday)	September 20 (Friday)	September 26 (Thursday)
September 16 – October 6, 2013	October 7 (Monday)	October 11 (Friday)	October 17 (Thursday)
October 7 – October 27, 2013	October 28 (Monday)	November 1 (Friday)	November 7 (Thursday)
October 28 – November 10, 2013	November 11 (Monday)	November 15 (Friday)	November 21 (Thursday)
November 11 – December 8, 2013	December 9 (Monday)	December 13 (Friday)	December 19 (Thursday)
December 9 – December 22, 2013	December 23 (Monday)	January 3 (Friday)	January 9 (Thursday)
December 23, 2013 – January 19, 2014	January 20 (Monday)	January 24 (Friday)	January 30 (Thursday)
January 20 – February 16, 2014	February 17 (Monday)	February 21 (Friday)	February 27 (Thursday)
February 17 – March 16, 2014	March 17 (Monday)	March 21 (Friday)	March 27 (Thursday)
March 17 – April 6, 2014	April 7 (Monday)	April 11 (Friday)	April 17 (Thursday)
April 7 – May 4, 2014	May 5 (Monday)	May 9 (Friday)	May 15 (Thursday)
May 5 – May 18, 2014	May 19 (Monday)	May 23 (Friday)	May 29 (Thursday)

For more information, please call Student Employment, located in the Career Development Office at ext. 5659, send an email message to [stuemp@kenyon.edu](mailto:stuemp@kenyon.edu), or visit our website at <http://www.kenyon.edu/x57780.xml>.