## STUDENT PAYROLL SCHEDULE
### JULY 2015 THROUGH DECEMBER 2015

<table>
<thead>
<tr>
<th>PAYROLL PERIODS</th>
<th>PRINT TIME CARDS</th>
<th>TIME CARDS BACK TO PAYROLL DEPT</th>
<th>CHECKS MAILED</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01 thru 07/15</td>
<td>07/13</td>
<td>07/24</td>
<td>08/10</td>
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<tr>
<td>07/16 thru 07/31</td>
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<td>01/04/16</td>
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<td>01/25/16</td>
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</table>

**TIME CARDS ARE DUE IN THE PAYROLL OFFICE BY 12 NOON ON THE DESIGNATED DATE (third column.)**

Any changes or corrections must be submitted on a corrected copy of the time card.

*ISSUE DATE SUBJECT TO CHANGE*