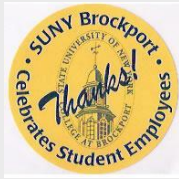


April 2009

Student Employment Planner

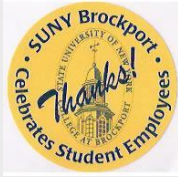
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Last day of pay period	2 Mail timesheets to Payroll.	3 Subscribe to the Supervisor Listserv. Call 5447.	4
5	6	7	8 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	9 Have your WS employees filed 10-11 Fin.Aid Paycheck for timesheets submitted three weeks ago.	10	11
12	13	14	15 Last day of pay period	16 Mail timesheets to Payroll.	17	18
19	20	21	22 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	23 Paycheck for timesheets submitted three weeks ago.	24	25
26	27 Check with students re: 1. mailing final paychecks 2. WS awarded for fall? 3. returning in fall?	28	29 Last day of pay period	30 Mail timesheets to Payroll.		



May 2009

Student Employment Planner

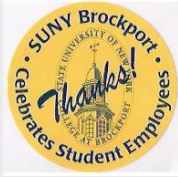
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <i>Check with students re: 1. mailing final paychecks 2. WS awarded for fall? 3. returning in fall?</i>	2
3	4	5	6 <i>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</i>	7 <i>Paycheck for timesheets submitted three weeks ago.</i>	8	9
10 <i>Check with students re: mailing final paychecks.</i>	11	12 <i>Do new Auth. for summer. Graduates and those not enrolling in summer or fall cannot</i>	13 <i>Last day of pay period</i>	14 Mail timesheets to Payroll.	15 <i>Authorizations expire. All employees must do new Authorization.</i>	16 Commencement
<i>Finals week- non-international students may work up to 40 hours.</i>						
17	18 <i>Do new Auth. for summer. Graduates cannot continue work.</i>	19	20 <i>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</i>	21 <i>Paycheck for timesheets submitted three weeks ago.</i>	22	23
24	25 <i>Memorial Day (Observed)</i>	26	27 <i>Last day of pay period</i>	28 Mail timesheets to Payroll. <i>Check timesheets. Did students work Memorial Day?</i>	29	30
31						



June 2009

Student Employment Planner

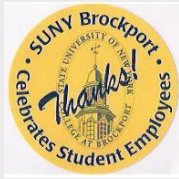
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	4 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	5	6	
<div style="border: 1px solid black; padding: 2px;">Upgrades to payroll system are scheduled for this period. Watch for announcements about changes to schedule.</div>							
7 <i>Have summer employees done an Authorization? Check RJASEAR.</i>	8	9	10 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	11 <div style="border: 1px solid black; padding: 2px;">Mail timesheets to Payroll.</div>	12	13	
14	15	16	17 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	18 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	19	20	
21	22	23	24 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	25 <div style="border: 1px solid black; padding: 2px;">Mail timesheets to Payroll.</div>	26	27	
28	29	30 <i>WS fiscal year ends. Earnings to today charged to previous year dept. WS allocation.</i>					



July 2009

Student Employment Planner

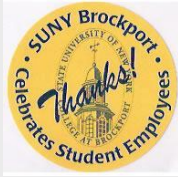
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1</p> <p><i>New WS fiscal year starts. Earnings charged to new dept. allocation. (Allocation announced in August.)</i></p> <p>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</p>	<p>2</p> <p>Paycheck for timesheets submitted three weeks ago.</p> <p><i>Students are sent an email when an Authorization is done. Have your students received this?</i></p>	3	4 Independence Day
5	6	7	<p>8</p> <p>Last day of pay period</p>	<p>9</p> <p>Mail timesheets to Payroll.</p>	10	11
12	13	14	<p>15</p> <p>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</p>	<p>16</p> <p>Paycheck for timesheets submitted three weeks ago.</p>	17	18
19	<p>20</p> <p>Contact your students. Are they returning this fall?</p>	21	<p>22</p> <p>Last day of pay period</p>	<p>23</p> <p>Mail timesheets to Payroll.</p>	24	25
26	27	28	<p>29</p> <p>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</p>	<p>30</p> <p>Paycheck for timesheets submitted three weeks ago.</p>	31	



August 2009

Student Employment Planner

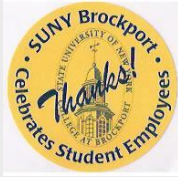
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3	4 Check JobShop. Are your jobs properly advertised?	5 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	6 Mail timesheets to Payroll.	7 Call SEO with fall hiring needs, or as jobs are filled.	8
9	10 Subscribe to the Supervisor's Listserv for breaking news. Call 5447.	11	12 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	13 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	14	15
16	17	18	19 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	20 Mail timesheets to Payroll.	21	22
<div style="border: 1px solid black; padding: 2px;">Train your student employees. www.brockport.edu/training/start.htm</div>						
23	24	25 Check JobShop- are your jobs advertised properly?	26 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	27 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago. <i>Summer Authorization expires.</i></div>	28 All continuing and new hires must do new Authorization. Fall WS employees may begin	29 Student Employment open 9-4
30 <i>All hires, even returning employees must do new Authorization to be paid. Send students to Career Services with a Referral Form.</i>	31 Classes start.					



September 2009

Student Employment Planner

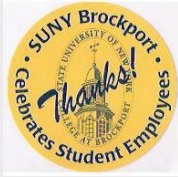
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Last day of pay period	3 Mail timesheets to Payroll.	4 Have all your student employees done a fall Authorization? Check Banner RJASEAR before submitting timesheets	5 Contact SEO to request permission for any students who will work >20 hours/week.
		First week- Non-international students may work up to 40 hours.				
6	7 College Closed Labor Day	8 Students are sent an email when an Authorization is done. Have your students received this?	9 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	10 Paycheck for timesheets submitted three weeks ago.	11 Call 2468 as your jobs are filled.	12
		Train your student employees. www.brockport.edu/training/start.htm				
13	14	15 Encourage student employees to use Direct Deposit.	16 Last day of pay period	17 Mail timesheets to Payroll. Check timesheets- did students work Labor Day?	18	19
20	21	22	23 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	24 Paycheck for timesheets submitted three weeks ago.	25 Remind students- they can look up all Authorizations and WS paychecks in Web Banner.	26
27	28	29	30 Last day of pay period			



October 2009

Student Employment Planner

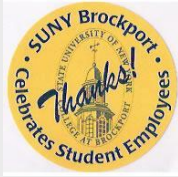
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Mail timesheets to Payroll.	2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3
4	5 WS awards are canceled for students not working and who have not requested the award be "held."	6	7 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	8 Paycheck for timesheets submitted three weeks ago.	9	10
11	12 Columbus Day (Observed)	13	14 Last day of pay period	15 Mail timesheets to Payroll. <i>Encourage student employees to use Direct Deposit.</i>	16	17
18 Ask about midterm grades. Are your student employees doing OK?	19 Mid-semester Break	20	21 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	22 Paycheck for timesheets submitted three weeks ago.	23	24
25 Remind students- they can look up all Authorizations and WS paychecks in Web Banner.	26	27	28 Last day of pay period	29 Mail timesheets to Payroll. <i>Did students work mid-semester break? Check timesheets.</i>	30	31



November 2009

Student Employment Planner

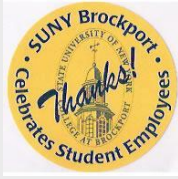
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3 Election Day	4 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	5 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	6	7
8	9 <i>Evaluate your student employees. See the Supervisors Manual for forms.</i>	10	11 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div> Veterans Day	12 <div style="border: 1px solid black; padding: 2px;">Mail timesheets to Payroll. <i>Check timesheets- did students work over Thanksgiving?</i></div>	13	14
15 <i>Encourage student employees to use Direct Deposit.</i>	16	17	18 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	19 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	20	21
22	23	24 <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	25 <div style="border: 1px solid black; padding: 2px;">Deliver timesheets to Payroll before noon.</div> <div style="border: 1px solid black; padding: 2px;">Last day of pay period ?????</div>	26 Thanksgiving	27	28
29	30	<div style="border: 1px solid black; padding: 2px;">No classes</div>				



December 2009

Student Employment Planner

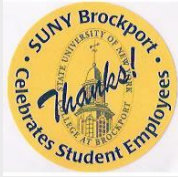
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div> <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	4	5
6	7 <i>Are your students returning in spring? Advertise openings in JobShop.</i>	8	9 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	10 <div style="border: 1px solid black; padding: 2px;">Mail timesheets to Payroll.</div>	11 <i>Ask your students about mailing paychecks.</i>	12
13	14 Call SEO with spring hiring needs.	15 Encourage student employees to use Direct Deposit.	16 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	17 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	18	19
<div style="border: 1px solid black; padding: 2px;"> Finals- Non-international students may work up to 40 hours. </div>						
20 <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	21	22	23 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	24 TIMESHEETS DUE TODAY MUST BE DELIVERED TO PAYROLL BY NOON ON 1/4.	25 Christmas	26
<div style="border: 1px solid black; padding: 2px;">College Closed</div>						
27	28	29	30	31 New Year's Eve Paycheck normally arriving today will be available ASAP when College		
<div style="border: 1px solid black; padding: 2px;">College Closed</div>						



January 2010

Student Employment Planner

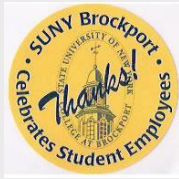
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 College Closed New Year's Day	2 <i>Check timesheets for next two submissions. College was closed- did students work?</i>
3 <i>Authorizations normally due 12/30 must be done by 1/4.</i>	4 TIMESHEETS NORMALLY DUE 12/24 MUST BE HAND DELIVERED BY NOON.	5	6 Last day of pay period	7 Mail timesheets to Payroll.	8	9 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>
Interession- all returning students may work up to 40 hours per week.						
10	11	12 <i>Check JobShop- are your jobs properly advertised?</i>	13 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	14 <i>No check due to Holiday closing. Next check will include 2 pay periods.</i>	15 Encourage student employees to use Direct Deposit.	16
17	18 <i>College Closed Martin Luther King, Jr.</i>	19 Check WS earnings and balances- do you need to adjust spring WS schedules?	20 Last day of pay period <i>Check timesheets- did students work on MLK holiday?</i>	21 Mail timesheets to Payroll.	22 <i>All NEW hires and job changers must do an Authorization. Send student to Career Services with Referral Form.</i>	23
24	25 <i>Classes start. Students not enrolled cannot work.</i>	26 <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	27 Authorizations must be done by today for the current pay period's timesheet to be processed on time.	28 <i>Combined check for 12/10 to 12/23 and 12/24 to 1/6</i>	29 Have your WS employees completed a 10-11 Fin.Aid application?	30 Have all NEW employees done an Auth? Check Banner RJASEAR screen.
31						



February 2010

Student Employment Planner

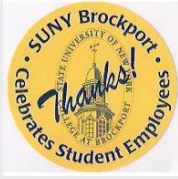
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Request permission for students who will work >20 hours per week.	2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	4 Mail timesheets to Payroll.	5 <i>Watch for call for nominations: Student Employee of the Year.</i>	6
7	8	9 Monitor WS earnings carefully. Departments pay students who earn above the WS amount.	10 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	11 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	12 Lincoln's Birthday	13
14	15 Encourage student employees to use Direct Deposit. President's Day	16 SEO is sending WS/TS job descriptions for updating	17 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	18 Mail timesheets to Payroll.	19	20
21 Washington's Birthday	22	23 Have your WS employees completed a 10-11 Fin.Aid application?	24 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	25 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	26 <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	27
28						



March 2010

Student Employment Planner

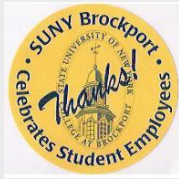
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	4 <div style="border: 1px solid black; padding: 2px;">Mail timesheets to Payroll.</div>	5	6
7	8	9 Monitor WS earnings carefully. Departments pay students who earn above the WS amount.	10 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	11 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div>	12 Updated Summer and Fall job descriptions due at Student Employment	13
14	15 Encourage student employees to use Direct Deposit.	16	17 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>	18 <div style="border: 1px solid black; padding: 2px;">Mail timesheets to Payroll.</div>	19 Students-Apply now for summer WS at FAO.	20
Spring Break- non-international students can work up to 40 hours.						
21	22 <i>Ask about midterm grades? Are your students doing ok?</i>	23 Have your WS employees completed a 10-11 Fin.Aid application?	24 <div style="border: 1px solid black; padding: 2px;">Authorizations must be done by today for the current pay period's timesheet to be processed on time.</div>	25 <div style="border: 1px solid black; padding: 2px;">Paycheck for timesheets submitted three weeks ago.</div> <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	26 Summer WS students must file separate application at Fin Aid.	27
28 <i>Ask about midterm grades. Are your student employees doing OK?</i>	29 Have your WS employees completed a 10-11 Fin.Aid application?	30	31 <div style="border: 1px solid black; padding: 2px;">Last day of pay period</div>			



April 2010

Student Employment Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Mail timesheets to Payroll.	2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3
4	5	6	7 <i>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</i>	8 <i>Paycheck for timesheets submitted three weeks ago.</i>	9 Monitor WS earnings carefully. Departments pay students who earn above the WS amount.	10
11	12	13	14 <i>Last day of pay period</i>	15 Mail timesheets to Payroll. <i>Encourage student employees to use Direct Deposit.</i>	16 Summer WS students must file separate application at Fin Aid.	17
18	19	20 Have your WS employees completed a 10-11 Fin.Aid application?	21 <i>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</i>	22 <i>Paycheck for timesheets submitted three weeks ago.</i>	23	24
25 <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	26	27	28 <i>Last day of pay period</i>	29 Mail timesheets to Payroll. Have your WS employees completed a 10-11 Fin.Aid application?	30	



May 2010

Student Employment Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 <i>Students are sent an email when an Authorization is done. Have your students received this?</i>	3 Check with students re: 1. mailing final paychecks 2. WS awarded for fall? 3. returning in fall?	4 Summer WS students must file separate application at Fin Aid.	5 <small>Authorizations must be done by today for the current pay period's timesheet to be processed on time. Monitor WS earnings carefully. Departments pay students who earn above the WS amount.</small>	6 <small>Paycheck for timesheets submitted three weeks ago.</small>	7 Have your WS employees completed a 10-11 Fin.Aid application?	8
9	10	11	12 <small>Last day of pay period</small>	13 Mail timesheets to Payroll.	14	15 Authorization expires. All summer hires must do new Authorization. Commencement
16	17 Do new Auth. for summer. Graduates cannot continue work.	18	19 <small>Authorizations must be done by today for the current pay period's timesheet to be processed on time.</small>	20 <small>Paycheck for timesheets submitted three weeks ago.</small>	21	22
Summer begins- all students can work up to 40 hours per week.						
23	24	25 <i>Remind students- they can look up all Authorizations and WS paychecks in Web Banner.</i>	26 <small>Last day of pay period</small>	27 Mail timesheets to Payroll.	28	29
30	31 Memorial Day (Observed)					