

STUDENT PAYROLL SCHEDULE 2009–2010

Student payroll begins the first day of classes, September 8, 2009 and ends the last day of final exams, May 7, 2010. All work hours are entered via BannerWeb. Navigate to the following web pages for more information and login access.

To access more information on WTE:

<http://www.smith.edu/hr/timeentry.php>

To access the login page of BannerWeb:

https://bannerweb.smith.edu:90/pls/PROD/twbkwbis.P_WWWLogin

Employment and Tax Forms (I-9, M-4, and W-4) MUST be on file BEFORE students work.

BW#	Pay period Start Date	Pay period End Date	Check Date	WTE Time Entry Deadline	WTE Approver Deadline
19	09/08/09	09/12/09	09/18/09	09/14/09 12:00 p.m.	09/15/09 9:00 a.m.
20	09/13/09	09/26/09	10/02/09	09/28/09 12:00 p.m.	09/29/09 9:00 a.m.
21	09/27/09	10/10/09	10/16/09	10/12/09 12:00 p.m.	10/13/09 9:00 a.m.
22	10/11/09	10/24/09	10/30/09	10/26/09 12:00 p.m.	10/27/09 9:00 a.m.
23	10/25/09	11/07/09	11/13/09	11/09/09 12:00 p.m.	11/10/09 9:00 a.m.
24	11/08/09	11/21/09	11/27/09	11/23/09 12:00 p.m.	11/24/09 9:00 a.m.
25	11/22/09	12/05/09	12/11/09	12/07/09 12:00 p.m.	12/08/09 9:00 a.m.
26	12/06/09	12/19/09	12/24/09	12/21/09*** 12:00 p.m.	12/21/09*** 3:00 p.m.
1	12/20/09	01/02/10	01/08/10	01/04/10 12:00p.m.	01/05/10 9:00a.m.
2	01/03/10	01/16/10	01/22/10	01/19/10*** 12:00 p.m.	01/19/10*** 3:00 p.m.
3	01/17/10	01/30/10	02/05/10	02/01/10 12:00 p.m.	02/02/10 9:00 a.m.
4	01/31/10	02/13/10	02/19/10	02/15/10 12:00 p.m.	02/16/10 9:00 a.m.
5	02/14/10	02/27/10	03/05/10	03/01/10 12:00 p.m.	03/02/10 9:00 a.m.
6	02/28/10	03/13/10	03/19/10	03/15/10 12:00 p.m.	03/16/10 9:00 a.m.
7	03/14/10	03/27/10	04/02/10	03/29/10 12:00 p.m.	03/30/10 9:00 a.m.
8	03/28/10	04/10/10	04/16/10	04/12/10 12:00 p.m.	04/13/10 9:00 a.m.
9	04/11/10	04/24/10	04/30/10	04/26/10 12:00 p.m.	04/27/10 9:00 a.m.
10	04/25/10	05/07/10	05/14/10	05/10/10 12:00 p.m.	05/11/10 9:00 a.m.

***Please note early WTE submission and approval dates due to Holidays