

STUDENT PAYROLL SCHEDULE 2004 – 2005

Work performed before the first day of classes, September 7, 2004, and after the last day of final exams, May 6, 2005, will be paid on the green “Special Payroll Voucher”. See note, in the table, below.

AN I-9, M-4, AND W-4 FORM MUST BE ON FILE BEFORE STUDENTS CAN WORK

Payroll ID	Start Date	End Date	Voucher Due	Check Date	Comments
20	09/07/04	09/14/04	09/22/04	09/28/04	
	09/15/04	09/21/04			
21	09/22/04	09/28/04	10/06/04	10/12/04	Fall Recess 10/09—10/12/04
	09/29/04	10/05/04			
22	10/06/04	10/12/04	10/20/04	10/26/04	
	10/13/04	10/19/04			
23	10/20/04	10/26/04	11/03/04	11/09/04	
	10/27/04	11/02/04			
24	11/03/04	11/09/04	11/17/04	11/23/04	College Closed 11/24—11/28/04
	11/10/04	11/16/04			
25	11/17/04	11/23/04	12/01/04	12/07/04	
	11/24/04	11/30/04			
26	12/01/04	12/07/04	12/15/04	12/21/04	College Closed 12/24—01/02/05
	12/08/04	12/14/04			
1	12/15/04	12/21/04	12/29/04	01/04/05	
	12/22/04	12/28/04			
2	12/29/04	01/04/05	01/12/05	01/18/05	
	01/05/05	01/11/05			
3	01/12/05	01/18/05	01/26/05	02/01/05	
	01/19/05	01/25/05			
4	01/26/05	02/01/05	02/09/05	02/15/05	
	02/02/05	02/08/05			
5	02/09/05	02/15/05	02/23/05	03/01/05	
	02/16/05	02/22/05			
6	02/23/05	03/01/05	03/09/05	03/15/05	
	03/02/05	03/08/05			
7	03/09/05	03/15/05	03/23/05	03/29/05	Spring Recess 03/12—03/20/05
	03/16/05	03/22/05			
8	03/23/05	03/29/05	04/06/05	04/12/05	
	03/30/05	04/05/05			
9	04/06/05	04/12/05	04/20/05	04/26/05	
	04/13/05	04/19/05			
10	04/20/05	04/26/05	05/04/05	05/10/05	
	04/27/05	05/03/05			
11	05/04/05	05/06/05	05/11/05	05/17/05	

NOTE: May 6 is the last day for the blue “Student Voucher”. May 7 starts the green “Special Voucher”.

Pay vouchers must be submitted **BY NOON** on the voucher due dates, as listed above. Please use a # 2 pencil when filling out vouchers and make sure all bubbles are filled in correctly. **NOTE: Only supervisors should deliver completed payroll vouchers to the Payroll Office.**

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VOUCHER CHECKLIST

Here is a checklist of requirements for completing student vouchers:

- * **I-9, M-4 and W-4 form must be on file in the Payroll Office prior to the start of work**
- * **Pay Period Ending;** Please refer to the payroll schedule, copies of which are available in the Payroll Office, or online at www.smith.edu/finaid/fao/paysched.pdf
- * **Kind of Work,** please describe the type of work you are performing
- * **Department** you are working for
- * **Pay Week** (In the “HOURS WORKED” box), please refer to the payroll schedule
- * Supervisor Signature – **Vouchers without a supervisor signature will be returned to the student.**
- * **ID Number, Index Number, Hourly Rate, and Hours Worked,** please mark each bubble clearly, no stray marks

Also,

- * Dining Service students – Do NOT pull vouchers out of binder; holes punched need to stay intact for filing purposes
- * Please write your name legibly, the vouchers need to be alphabetized upon completion of the payroll process
- * Number 2 pencil **ONLY**, the scanner will not read ink

Most common errors:

1. “0” being filled in instead of the “1” in the ID number.
2. “0” being filled in instead of the “1” in the Hours Worked when hours are over 10.