

Kalamazoo College Student Payroll Schedule
2009-2010 Academic Year

Pay Period #	Pay Period Start Date	Pay Period End Date	Payroll Deadline: Web Time Entry must be approved by supervisor by 5pm	Pay Date
FALL 2009				
1	09/07/09	09/20/09	09/21/09	09/29/09
2	09/21/09	10/04/09	10/05/09	10/13/09
3	10/05/09	10/18/09	10/19/09	10/27/09
4	10/19/09	11/01/09	11/02/09	11/10/09
5	11/02/09	11/15/09	11/16/09	11/24/09
6	11/16/09	11/29/09	11/30/09	12/08/09
7	11/30/09	12/13/09	12/14/09	12/22/09
WINTER 2010				
8	12/14/09	12/27/09	12/28/09	01/05/10
9	12/28/09	01/10/10	01/11/10	01/19/10
10	01/11/10	01/24/10	01/25/10	02/02/10
11	01/25/10	02/07/10	02/08/10	02/16/10
12	02/08/10	02/21/10	02/22/10	03/02/10
13	02/22/10	03/07/10	03/08/10	03/16/10
SPRING 2010				
14	03/08/10	03/21/10	03/22/10	03/30/10
15	03/22/10	04/04/10	04/05/10	04/13/10
16	04/05/10	04/18/10	04/19/10	04/27/10
17	04/19/10	05/02/10	05/03/10	05/11/10
18	05/03/10	05/16/10	05/17/10	05/25/10
19	05/17/10	05/30/10	05/31/10	06/08/10
SUMMER 2010				
20	05/31/10	06/13/10	06/14/10	06/22/10
21	06/14/10	06/27/10	06/28/10	07/06/10
22	06/28/10	07/11/10	07/12/10	07/20/10
23	07/12/10	07/25/10	07/26/10	08/03/10
24	07/26/10	08/08/10	08/09/10	08/17/10
25	08/09/10	08/22/10	08/23/10	08/31/10
26	08/23/10	09/05/10	09/06/10	09/14/10

Each year and for each position, a Student Hire Authorization must be completed by the supervisor and sent to Human Resources before a student begins employment

Student employees are required each day to accurately record times worked that day. Please see directions for Web Time Entry. Students must electronically sign web time entry forms by the final day of the pay period.

In compliance with the IRS and the Dept. of Homeland Security, Kalamazoo College requires all new employees to complete W-4 & I-9 forms and submit these completed forms and appropriate ID and work eligibility documentation (originals not copies) to the Payroll Office before beginning employment. Generally it is necessary to complete these forms only once during employment at the College.

Payroll direct deposit is available and encouraged. For details see <https://reason.kzoo.edu/business/directdeposit/>. Pay checks are distributed to student on-campus mailboxes on the above listed paydates.

Kalamazoo College expects all student employees to adhere to their work schedules, to report to work on time, and to perform all work in a satisfactory manner.