

**University of Minnesota Duluth
Aid Year 2011–2012 Work-Study Pay Schedule**

Academic Year			
Pay Period #	Date Range	Time Sheet Due Date	Pay Date
04	08/01/2011–08/14/2011	08/15/2011	08/24/2011
05	08/15/2011–08/28/2011	08/29/2011	09/07/2011
06	08/29/2011–09/11/2011	09/12/2011	09/21/2011
07	09/12/2011–09/25/2011	09/27/2011	10/05/2011
08	09/26/2011–10/09/2011	10/10/2011	10/19/2011
09	10/10/2011–10/23/2011	10/24/2011	11/02/2011
10	10/24/2011–11/06/2011	11/07/2011	11/16/2011
11	11/07/2011–11/20/2011	11/21/2011	11/30/2011
12	11/21/2011–12/04/2011	12/05/2011	12/14/2011
13	12/05/2011–12/18/2011	12/19/2011	12/28/2011
14	12/19/2011–01/01/2012	01/02/2012	01/11/2012
15	01/02/2012–01/15/2012	01/16/2012 (Tuesday)	01/25/2012
16	01/16/2012–01/29/2012	01/30/2012	02/08/2012
17	01/30/2012–02/12/2012	02/13/2012	02/22/2011
18	02/13/2012–02/26/2012	02/27/2012	03/07/2012
19	02/27/2012–03/11/2012	03/12/2012	03/21/2012
20	03/12/2012–03/25/2012	03/26/2012	04/04/2012
21	03/26/2012–04/08/2012	04/09/2012	04/18/2012
22	04/09/2012–04/22/2012	04/23/2012	05/02/2012
23	04/23/2012–05/06/2012	05/07/2012	05/16/2012
24	05/07/2012–05/11/2012	05/11/2012 (Friday)	05/30/2012
Pay Period #24 overlaps (half in academic year 2011–12, half in May/Summer 2012).			
May/Summer 2012			
Pay Period #	Date Range	Time Sheet Due Date	Pay Date
24	05/14/2012–05/20/2012	05/21/2012	05/30/2012
25	05/21/2012–06/03/2012	06/04/2012	06/13/2012
26	06/04/2012–06/17/2012	06/18/2012	06/27/2012
01	06/18/2012–07/01/2012	07/02/2012	07/11/2012
02	07/02/2012–07/15/2012	07/16/2012	07/25/2012
03	07/16/2012–07/27/2012	07/27/2012 (Friday)	08/08/2012

UMD Work-Study Pay Policies

Holiday policy

Work-Study funding cannot be used for hours worked on holidays or other official University closings. If you work on campus on a holiday or other official closing day, your employer will use their departmental funding rather than your work-study award to pay you.

America Reads/America Counts tutors cannot work on any official holiday or University closing, even if the organization you are placed with is open, due to funding restrictions under the American Reads/America Counts program.

For a complete listing of University holidays and closings, go to:
<http://www.d.umn.edu/umdhr/Policies/2011-2012holiday.html>

Turn your time sheet in on time.

Always submit your time sheet on time, or you may not get paid on the next payday. Time sheet due dates are Mondays (except where noted on the *University of Minnesota Duluth Aid Year 2011-2012 Work-Study Pay Schedule*). If you submit a time sheet late, you will be paid, but on the payday following the next payday.

Paydays are Wednesdays

Use your X.500 login and password (University e-mail login and password) to view your pay statement online at <http://hrss.umn.edu/>. Pay statements are available to view on the Monday before the actual Wednesday payday. The University does not print or distribute pay statements.

Getting your paycheck

Direct deposit to your personal checking or savings account is **strongly** encouraged, because University paychecks are not printed on the UMD campus, since problems with check printing equipment or bad weather can delay arrival of your paycheck. Paychecks cannot be released to third parties, such as a spouse, parent, or roommate, without your signed and notarized release. You can set up direct deposit when completing payroll hire documents.

If you work on campus and will not use direct deposit, you will be paid in the department you work for. Check with your supervisor or payroll coordinator for the specific location and approximate time your check will be available on paydays. Students not using direct deposit must show a picture ID every time they pick up a paycheck.

Students participating in the America Reads/America Counts program are paid in the Office of Human Resources, 255 Darland Administration Building. Students working for other off-campus community service employers will be paid by their employer in accordance with the employer's pay schedule.