

ALP Interns 2011-2012 Time Reporting/ Payroll Schedule

Pay period Begins (Sunday)	Pay Period Ends (Saturday)	Time entered in HRMS and Approved Timecards Due to ALP office (Fridays, 4 pm)	Pay Dates (every other Friday)
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Fall 2011

08.28.11	09.10.11	09.09.11	09.16.11
09.11.11	09.24.11	09.23.11	09.30.11
09.25.11	10.08.11	10.07.11	10.14.11
10.09.11	10.22.11	10.21.11	10.28.11
10.23.11	11.05.11	11.04.11	11.10.11
11.06.11	11.19.11	11.18.11	11.23.11
11.20.11	12.03.11	12.02.11	12.09.11
12.04.11	12.17.11	12.16.11	12.23.11

Spring 2012

01.01.12	01.14.12	01.13.12	01.20.12
01.15.12	01.28.12	01.27.12	02.03.12
01.29.12	02.11.12	02.10.12	02.17.12
02.12.12	02.25.12	02.24.12	03.02.12
02.26.12	03.10.12	03.09.12	03.16.12
03.11.12	03.24.12	03.23.12	03.30.12
03.25.12	04.07.12	04.06.12	04.13.12
04.08.12	04.21.12	04.20.12	04.27.12
04.22.12	05.05.12	05.04.12	05.11.12

****You must obtain approval from Leslie IN ADVANCE to work past May 7, 2012**

05.06.12	05.19.12	05.18.12	05.28.03
05.20.12	06.02.12	06.01.12	06.11.02

Interns are **not permitted to work any University Holidays** (Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, New Year's, etc.)

****Time worked past May 7 or past 100 hours per semester must be requested in writing IN ADVANCE. See intern guidebook for more information.**

Students are encouraged to use direct deposit, which can be set up easily through HRMS. Should you elect to have a paper check, they will be made available at the ESM Information Window by noon on the pay date. Should you wish to have your paycheck mailed, please provide a self-addressed stamped envelope to the ESM Info Window.