

CALENDAR YEAR 2011

Student Assistants/Hourlies

Pay Period	Includes (1) Dates Of:	Days-Hours Inc. Holidays	Attendance Due (2) In Payroll 10 a.m.	Payday **	CSUSB Holidays
January	1/1--1/31	20---88	Tuesday--2/1	Thursday--2/10	1/17
February	2/1--3/1	21--84	Wednesday--3/2	Thursday--3/10	
March	3/2--3/31	21--88	Friday--4/1	Monday--4/11	03/31
April	4/1--4/30	21--84	Monday--5/2	Tuesday--5/10	
May	5/1--5/31	21---84	Wednesday--6/1	Friday--6/10	5/30
June	6/1--6/30	22---116	Thursday--6/30	Monday--7/11	
July	7/1--8/1	17---168	Tuesday--8/2	Wednesday--8/10	7/4
August	8/2--8/31	18--176 %	Thursday--9/1	Monday--9/12	
September	9/1--9/30	19--108	Monday--10/3	Monday--10/10	9/5
October	10/1--10/31	21--84	Tuesday--11/1	Thursday--11/10	
November	11/1--11/30	19--76	Thursday--12/1	Friday--12/9 *	Campus Closure 11/25* 11/11 & 11/24
December	12/1--12/31	17--96	Friday--12/23 #	Tuesday--1/10	12/26; 12/27--12/30

% = Student Hours worked cannot exceed 176 Hours in a given SCO pay period

* Pending warrants arriving on campus in time for payday.

** The above payday are applicable also to hourly employees, Shift Diff. pay & Overtime pay.

Please do not project hours worked - Submit Student Listing Reports when students have completed working or STD634s

(1) Pay period dates do not coincide with calendar dates.

(2) Personnel/Payroll transactions must be processed by the payroll department on this date to insure a correct pay warrant.

Average hours include four hours during the week of final exams.

Upon completion of final exams, a total of eight hours can be worked.

Student Assistants do not get paid for holidays unless they work on them