

# Fayetteville State University

## Pay Guide for Temporary and Student (Non-Work Study) Employees

### TEMPORARY PAY

The pay date for Non-Student Temporary and Student (Non-Work Study) employees is on or about the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend or on a designated holiday, the pay date will be on the preceding business day.

PAYROLL SCHEDULE	
Work Period	Pay Date
11/16/08 – 12/15/08	01/15/09
12/16/08 – 1/15/09	02/13/09
01/16/09 – 02/15/09	03/13/09
02/16/09 – 03/15/09	04/15/09
03/16/09 – 04/15/09	05/15/09
04/16/09 – 05/15/09	06/15/09
05/16/09 – 06/15/09	07/15/09
06/16/09 – 07/15/09	08/14/09
07/16/09 – 08/15/09	09/15/09
08/16/09 – 09/15/09	10/15/09
09/16/09 – 10/15/09	11/13/09
10/16/09 – 11/15/09	12/15/09

### TIME SHEETS

Time sheets submitted to the Office of Human Resources no earlier than the 16<sup>th</sup> and no later than the 17<sup>th</sup> of each month (temporary/student employees) should reflect approved hours worked effective the 16<sup>th</sup> of the previous month or as of the hire date through the 15<sup>th</sup> of the current month – to be paid on or about the 15<sup>th</sup> of the following month. The employee's first check must be picked up from the FSU Payroll Office, Smith Hall, Room 111. Thereafter, all checks paid via Direct Deposit into the employee's bank account.

To change banking institutions, Direct Deposit forms must be completed in HR on or before the 10<sup>th</sup> of the month.

### FOR ASSISTANCE, CONTACT:

#### Temporary Employment

Ms. Doris Lane  
Barber Building, Lower Level,  
Room 3  
(910) 672-1828

#### Student Employment

Ms. Ann Zomerfeld  
Barber Building, Lower Level,  
Room 15  
(910) 672-1856

#### Payroll Office

Ms. Lenora Baldwin  
Smith Hall  
(910) 672-1093