



# Understanding the Pay Period

Understanding the pay period is essential for understanding the hiring process.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	Pay Start
8	9	10	11	12	13	14
15	16	17	18	19	Pay End	Pay Start
22	23	24	25	26	27	28
29	30	1	2	3	Pay End	Pay Start

The pay period begins Saturday, runs through the entire week, and then ends the following Friday. The effective date listed on hire forms should reflect the date that the student began working.

## Late?

Late hire forms are hire forms with effective dates from a previous pay period. Assuming that the pay period began January 21<sup>st</sup> and ended February 4<sup>th</sup>, any hire form with an effective date earlier than January 21<sup>st</sup> would be subject to a late fee.

Late hires mean that the student began working before they received authorization from the Student Employment Office. Student employees should not begin working until the department

has received an email from the Student Employment Office confirming that the student's hiring paperwork has been processed.

If you are submitting hire forms for a student who has already started working **in a previous pay period**, please leave a comment stating that you are aware the form is late. This will expedite the hiring process as the Student Employment Office will not have to get in contact with the department to confirm the start date.