



COLLEGE OF SANTA FE
Student Service Center

08/09 STUDENT EMPLOYEE PAYROLL SCHEDULE

Payroll Period Dates	Time Sheet Deadline	Pay Date
Aug 3 – Aug 16	Monday, Aug 18	Friday, Aug 29
Aug 17 – Aug 30	*Friday, Aug 29 (by 5pm)	Friday, Sep 12
Aug 31 – Sep 13	Monday, Sep 15	Friday, Sep 26
Sep 14 – Sep 27	Monday, Sep 29	Friday, Oct 10
Sep 28 – Oct 11	Monday, Oct 13	Friday, Oct 24
Oct 12 – Oct 25	Monday, Oct 27	Friday, Nov 7
Oct 26 – Nov 8	Monday, Nov 10	Friday, Nov 21
Nov 9 – Nov 22	Monday, Nov 24	Friday, Dec 5
Nov 23 – Dec 6	Monday, Dec 8	Friday, Dec 19
Dec 7 – Dec 20	Monday, Dec 22	*Monday, Jan 5
Dec 21 – Jan 3	Monday, Jan 5	Friday, Jan 16
Jan 4 – Jan 17	*Friday, Jan 16 (by 5pm)	Friday, Jan 30
Jan 18 – Jan 31	Monday, Feb 2	Friday, Feb 13
Feb 1 – Feb 14	Monday, Feb 16	Friday, Feb 27
Feb 15 – Feb 28	Monday, Mar 2	Friday, Mar 13
Mar 1 – Mar 14	Monday, Mar 16	Friday, Mar 27
Mar 15 – Mar 28	Monday, Mar 30	*Thurs, Apr 9
Mar 29 – Apr 11	Monday, Apr 13	Friday, Apr 24
Apr 12 – Apr 25	Monday, Apr 27	Friday, May 8
Apr 26 – May 9	Monday, May 11	Friday, May 22

*** indicates a change from the regularly scheduled deadline due to an upcoming holiday**

1. Student Timesheets can be accessed at <http://www.csf.edu/timesheet>
2. It is the responsibility of both the student and the supervisor to make sure the time sheet is filled out **accurately** and **timely**. **Every bit of information requested on the time sheet is important, so please make sure it is completed thoroughly.**
3. Time sheets are to be turned in to the Student Service Center at the Cashier's window by 12 noon on the designated time sheet deadline dates listed above. Payroll checks can be picked up from the Cashier on the designated pay dates.