

# ATTENTION PAYROLL COORDINATORS AND SUPERVISORS

## HOURLY PAID STUDENT EMPLOYEES:

Time sheets for **ALL** hourly paid student employees **MUST** be processed **EACH** week they work.

## MONTHLY PAID STUDENT EMPLOYEES:

Student Employee Authorization forms for monthly paid student employees **MUST** be processed so students will be paid on the last Friday of **EACH MONTH** that they work.

WRITTEN DOCUMENTATION IS REQUIRED FOR **ALL** LATE PAYMENT REQUESTS.