



**STUDENT PAYROLL INFORMATION**

**TO:** Student Payroll Supervisors  
**FROM:** Leia Schmidt, Business Service Office (6386)  
Jane Larsen, Financial Aid Office (6281)  
**DATE:** April 19, 2022  
**SUBJECT:** Student payroll information for the end of the academic year and summer 2022

The last pay period of the academic year ends May 7, 2022 and **can only reflect hours worked through Saturday, May 7<sup>th</sup>**.

Requests for **work study payroll changes** should be emailed to Jane Larsen in Financial Aid. Requests for **regular payroll changes** should be emailed to Leia Schmidt in Business Services.

If you have student employment openings in your department (work study and regular pay), please contact Bridget Arkell in Financial Aid so she can post your openings on the Financial Aid website.

Summer student workers may begin working May 8, 2022. The standard hourly rate will remain at \$10.33 for the summer.

**Summer – Regular payroll:** Students can either be enrolled in at least 6 credits in the summer or registered for at least 6 credits in the fall to be eligible.

**Summer – Work study:** Students can either be enrolled in at least 6 credits in the summer or registered for at least 12 credits in the fall to be eligible.

Three authorizations are needed if you plan to employ a student from May 8 through August 2:

**FIRST AUTHORIZATION: May 8 through June 30** (end of fiscal year 2022)

<u>Pay Period Ends</u>	<u>Students Paid</u>
May 10 (only include hours from May 8-10)	May 20
May 24	June 3
June 7	June 17
June 21	July 1
July 5 (includes hours from June 22-30)	July 15

**SECOND AUTHORIZATION: July 1 through July 22** (end of summer term)

<u>Pay Period Ends</u>	<u>Students Paid</u>
July 5 (include hours from July 1 – 5)	July 15
July 19	July 29
August 2 (include hours from July 20 – 22)	August 12

**THIRD AUTHORIZATION: July 23 through May 6, 2023** (academic year 22-23)

<u>Pay Period Ends</u>	<u>Students Paid</u>
August 2 (include hours from July 23 to Aug. 2)	August 12

**\*\*Reminder\*\*** If you are unable to e-timesheets due to summer vacations, please assign another SMSU employee to approve them for you.