

Notre Dame of Maryland University
Student Worker Payroll Schedule
Summer 2017

Time sheets and paychecks are available for pick up weekdays 8:30 am to 4:30 pm in the Human Resources Office, THE 212.

1. Please make sure to use the appropriate timesheet (look carefully at the dates listed). **Do not alter or change** the dates on the timesheet.
2. The maximum amount of hours you may work per week is **40**.
3. Make sure your supervisor signs and codes your time sheet before turning it in or you will not be paid.
4. **All employees are encouraged to sign up for direct deposit because it is a safe, fast and convenient way to receive your pay.**
5. If you do not have direct deposit your check will be held for pick up in the Human Resources Office (see hours above). Live checks must be picked up in person. If this is ever a problem, please contact payroll at 410-532-5397 to make alternate arrangements.
6. **The University has electronic paystubs and W2's that may be accessed through our ADP payroll system at <https://portal.adp.com>. Please ask for instructions if you are not registered with a login for ADP.**
7. On July 1st, 2017, minimum wage will change to \$9.25/hr.

Late time sheets will be processed on the next pay date.

<u>Hours Worked</u>	<u>Timesheet Due</u>	<u>Paydate</u>
06/01/2017 – 06/09/2017	06/09/2017	06/15/2017
06/10/2017 – 06/23/2017	06/23/2017	06/29/2017
06/24/2017 – 07/07/2017	07/07/2017	07/13/2017
07/08/2017 – 07/21/2017	07/21/2017	07/27/2017
07/22/2017 – 08/04/2017	08/04/2017	08/10/2017
08/05/2017 – 08/18/2017	08/18/2017	08/24/2017
08/19/2017 – 08/31/2017	08/31/2017	09/08/2017