Villanova University
Student Pay Schedule – Academic Year 2016/2017

Pay Period Two Weeks Monday – Sunday	New Employee Information to Human Resources	Student Timesheet Deadline To Payroll (Paper)	Web Time Entry Deadline to submit for approval	Web Time Entry Deadline for Approvers	Pay Date Every Other Wednesday	Pay #
8/ 8/16 - 8/21/16	7/25/16	8/22/16	8/22/16 2:00 PM	8/23/16 5:00 PM	8/31/16	18
8/22/16 - 9/ 4/16	8/ 8/16	9/ 2/16 **Early Deadline**	**9/ 6/16 11:59 PM**	9/ 7/16 5:00 PM	9/14/16	19
9/ 5/16 - 9/18/16	8/22/16	9/19/16	9/19/16 2:00 PM	9/20/16 5:00 PM	9/28/16	20
9/19/16 - 10/ 2/16	9/ 2/16 **Early Deadline**	10/ 3/16	10/ 3/16 2:00 PM	10/ 4/16 5:00 PM	10/12/16	21
10/ 3/16 - 10/16/16	9/19/16	10/17/16	10/17/16 2:00 PM	10/18/16 5:00 PM	10/26/16	22
10/17/16 - 10/30/16	10/ 3/16	10/31/16	10/31/16 2:00 PM	11/ 1/16 5:00 PM	11/ 9/16	23
10/31/16 - 11/13/16	10/17/16	11/14/16	11/14/16 2:00 PM	11/15/16 5:00 PM	11/23/16	24
11/14/16 - 11/27/16	10/31/16	11/28/16	11/28/16 2:00 PM	11/29/16 5:00 PM	12/ 7/16	25
11/28/16 - 12/11/16	11/10/16 **Early Deadline**	12/12/16	12/12/16 2:00 PM	12/13/16 5:00 PM	12/21/16	26
12/12/16 - 12/25/16	11/28/16	12/21/16 **Early Deadline**	12/21/16 2:00 PM **Early Deadline**	12/21/16 2:00 PM **Early Deadline**	1/ 4/17	1
12/26/16 - 1/ 8/17	12/ 9/16 **Early Deadline**	1/ 9/17	1/ 9/17 2:00 PM	1/10/17 5:00 PM	1/18/17	2
1/ 9/17 - 1/22/17	12/16/16 **Early Deadline**	1/23/17	1/23/17 2:00 PM	1/24/17 5:00 PM	2/ 1/17	3
1/23/17 - 2/ 5/17	1/ 9/17	2/ 6/17	2/ 6/17 2:00 PM	2/ 7/17 5:00 PM	2/15/17	4
2/ 6/17 - 2/19/17	1/23/17	2/20/17	2/20/17 2:00 PM	2/21/17 5:00 PM	3/ 1/17	5
2/20/17 - 3/ 5/17	2/ 6/17	3/ 6/17	3/ 6/17 2:00 PM	3/ 7/17 5:00 PM	3/15/17	6
3/ 6/17 - 3/19/17	2/20/17	3/20/17	3/20/17 2:00 PM	3/21/17 5:00 PM	3/29/17	7
3/20/17 - 4/ 2/17	3/ 6/17	4/ 3/17	4/ 3/17 2:00 PM	4/ 4/17 5:00 PM	4/12/17	8
4/ 3/17 - 4/16/17	3/16/17 **Early Deadline**	4/13/17 **Early Deadline**	4/18/17 2:00 PM	4/19/17 5:00 PM	4/26/17	9
4/17/17 - 4/30/17	4/ 3/17	5/ 1/17	5/ 1/17 2:00 PM	5/ 2/17 5:00 PM	5/10/17	10
5/ 1/17 - 5/14/17	4/13/17 **Early Deadline**	5/15/17	5/15/17 2:00 PM	5/16/17 5:00 PM	5/24/17	11
5/15/17 - 5/28/17	5/ 1/17	5/26/17 **Early Deadline**	**5/30/17 11:59 PM**	5/31/17 5:00 PM	6/ 7/17	12
5/29/17 - 6/11/17	5/15/17	6/12/17	6/12/17 2:00 PM	6/13/17 5:00 PM	6/21/17	13
6/12/17 - 6/25/17	5/26/17 **Early Deadline**	6/23/17 **Early Deadline**	6/26/17 2:00 PM	6/27/17 5:00 PM	7/ 5/17	14
6/26/17 - 7/ 9/17	6/12/17	7/10/17	7/10/17 2:00 PM	7/11/17 5:00 PM	7/19/17	15
7/10/17 - 7/23/17	6/26/17	7/24/17	7/24/17 2:00 PM	7/25/17 5:00 PM	8/ 2/17	16
7/24/17 - 8/ 6/17	7/10/17	8/ 7/17	8/ 7/17 2:00 PM	8/ 8/17 5:00 PM	8/16/17	17
8/ 7/17 - 8/20/17	7/24/17	8/21/17	8/21/17 2:00 PM	8/22/17 5:00 PM	8/30/17	18

Bolded = Early deadline due to Holiday

- **All student employees must be set up for employment by Human Resources by the <u>New Employee Information Deadline</u> (above) before time sheets can be processed.** All time sheets must be in the Payroll Office by the <u>Time Sheet Deadline</u> (above).

- **All new student employees** must complete Form W-4, Form I-9 Immigration Verification, and PA Residency Certificate at the Human Resources Office by the <u>New Employee Information Deadline</u> (above)**, and prior to first day of work.**

- **Web Time Entry** is available for most departments (check with your Supervisor). Web time entry must be submitted for approval by the deadline listed above. This deadline occurs exactly at the time indicated. You will need to submit a "paper" time sheet if the deadline is missed (these time sheets will then be held in Payroll for the next pay cycle). Instructions for web time entry can be found at www.payroll.villanova.edu (click on "Procedures" then "Student Web Time Entry") Departments set up for WTE must submit hours through the web; participation is not optional.

- **Paper time sheets** must be legible and complete. This includes **Student Employee ID Number**, time in and out as well as total hours. It is the employee's responsibility to accurately tabulate total hours. Time sheets must also have the six-digit index number, four-digit account number, position number, as well as pay period begin and end dates completed. Finally, time sheets must be signed by the primary budget administrator or authorized alternate as well as by the student. (Stamped signatures are invalid). Incomplete or late information and time sheets will delay payment until the next payroll cycle.

- **Pay checks** are placed in the student's mail box on pay day per the above schedule. If residing off campus, the check will be available at the Kennedy mail room postal window during their business hours. **A valid student I.D.** card is required to pick up checks from the postal window. Sign up for **Direct Deposit** through your **Mynova** account (click **Work@VU**, then choose **On Line Direct Deposit**) or you may download a paper form at www.payroll.villanova.edu (click "Forms" then click "Direct Deposit Sign Up". Students with direct deposit must view or print a copy of their pay stub through their Mynova account. **Pay checks will not be mailed home without a self-addressed stamped envelope provided to Payroll with a note indicating the pay period check you wish to be mailed.**

- **Please note**, blank W-4, Student Time Sheets, Pay Schedules, and Direct Deposit sign-up forms are available on our web site: www.payroll.villanova.edu.
  If you have any questions, contact: Mary Klein   (610-519-4262) Payroll Office
  Samantha Saverio   (610-519-4236) Human Resources
  Christopher Nicholson (610-519-7015) Law School Financial Assistance