




Student Employee WTE Submission and Approval Schedule 2019 Calendar

-  Student submits Time Card at end of last shift for the current Pay Period.
-  Supervisor approves student's Time Card for prior Pay Period, due at noon.
* Supervisor does not have to wait until this day to approve.
* Supervisor can approve Time Card as soon as the student submits it.
-  Pay day for prior Pay Period.

Pay Period	JANUARY						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#2			1	2	3	4	5
	6	7	8	9	10	11	12
#3	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
#4	27	28	29	30	31		

Pay Period	FEBRUARY						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#4						1	2
	3	4	5	6	7	8	9
#5	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
#6	24	25	26	27	28		

Pay Period	MARCH						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#6						1	2
	3	4	5	6	7	8	9
#7	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
#8	24	25	26	27	28	29	30
	31						

Pay Period	APRIL						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#8		1	2	3	4	5	6
	7	8	9	10	11	12	13
#9	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
#10	28	29	30				

Pay Period	MAY						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#10				1	2	3	4
	5	6	7	8	9	10	11
#11	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
#12	26	27	28	29	30	31	

Pay Period	JUNE						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#12							1
	2	3	4	5	6	7	8
#13	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
#14	23	24	25	26	27	28	29
#15	30						

Pay Period	JULY						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#15		1	2	3	4	5	6
	7	8	9	10	11	12	13
#16	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
#17	28	29	30	31			

Pay Period	AUGUST						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#17					1	2	3
	4	5	6	7	8	9	10
#18	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
#19	25	26	27	28	29	30	31

Pay Period	SEPTEMBER						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#19	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
#20	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
#21	29	30					

Pay Period	OCTOBER						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#21			1	2	3	4	5
	6	7	8	9	10	11	12
#22	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
#23	27	28	29	30	31		

Pay Period	NOVEMBER						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#23						1	2
	3	4	5	6	7	8	9
#24	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
#25	24	25	26	27	28	29	30

Pay Period	DECEMBER						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#26	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
#1	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
#2	29	30	31				