

**THOSE WORKING 2<sup>ND</sup>-18<sup>TH</sup> OF THE MONTH**  
 (time cards due on the 19<sup>TH</sup> at 1:00 pm to Janis in the Art Office, FA 305)

**TIMECARD INSTRUCTIONS AND PAY SCHEDULE**

Use the Employee Time Record on the other side of this form to  
 write down your exact hours of work.

You and your supervisor must both sign the timecard in order for you to get paid.

**STUDENT PAY SCHEDULE (FOR THOSE WITH DIRECT DEPOSIT):**

<u>Year</u>	<u>Start Date</u>	<u>End Date</u>	<u>Time Card Due to Janis</u>	<u>Direct Deposit Hits Your Account</u>
2010	2-Jun-10	18-Jun-10	21-Jun-10	1-Jul-10
2010	19-Jun-10	1-Jul-10	2-Jul-10	15-Jul-10
2010	2-Jul-10	18-Jul-10	19-Jul-10	2-Aug-10
2010	19-Jul-10	1-Aug-10	2-Aug-10	16-Aug-10
2010	2-Aug-10	18-Aug-10	19-Aug-10	1-Sep-10
2010	19-Aug-10	1-Sep-10	2-Sep-10	15-Sep-10
2010	2-Sep-10	18-Sep-10	20-Sep-10	1-Oct-10
2010	19-Sep-10	1-Oct-10	4-Oct-10	15-Oct-10
2010	2-Oct-10	18-Oct-10	19-Oct-10	1-Nov-10
2010	19-Oct-10	1-Nov-10	3-Nov-10	15-Nov-10
2010	2-Nov-10	18-Nov-10	19-Nov-10	1-Dec-10
2010	19-Nov-10	1-Dec-10	2-Dec-10	15-Dec-10
2011	2-Dec-10	18-Dec-10	20-Dec-10	3-Jan-11
2011	19-Dec-10	1-Jan-11	3-Jan-11	14-Jan-11
2011	2-Jan-11	18-Jan-11	19-Jan-11	1-Feb-11
2011	19-Jan-11	1-Feb-11	2-Feb-11	15-Feb-11
2011	2-Feb-11	18-Feb-11	18-Feb-11	1-Mar-11
2011	19-Feb-11	1-Mar-11	2-Mar-11	15-Mar-11
2011	2-Mar-11	18-Mar-11	21-Mar-11	1-Apr-11
2011	19-Mar-11	1-Apr-11	4-Apr-11	15-Apr-11
2011	2-Apr-11	18-Apr-11	19-Apr-11	2-May-11
2011	19-Apr-11	1-May-11	2-May-11	16-May-11
2011	2-May-11	18-May-11	19-May-11	1--June-11
2011	19-May-11	1-June-11	2-June-11	15-June-11

**If you do not have direct deposit, you can usually pick up your paycheck in  
 Human Resources, Lommasson Rm 252, open 8:00-noon and 1:00-5:00,  
 the day after direct deposit hits.**

**Call them at 243-6766 for exact dates, if necessary.**

**If you have questions, call Janis Davis at 243-2741,  
 or email [janis.davis@umontana.edu](mailto:janis.davis@umontana.edu)**