




# Student Employee WTE Submission and Approval Schedule 2018 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.

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

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

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

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

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

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

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

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

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

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

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

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