
*KRONOS Timecard APPROVAL Due dates for both Student Employee
(RA) and Faculty Manager*

Biweekly Schedule (RA's paid an Hourly Rate Only)

Dates of Services	Paycheck	RA Approval Due Date	*Faculty Manager Approval Due Date
10/08/17-10/21/17	B2 11/01/17	10/21/17	10/24/17
10/22/17-11/04/17	B1 11/15/17	11/04/17	11/07/17
11/05/17-11/18/17	B2 11/29/17	11/18/17	11/21/17
11/19/17-12/02/17	B1 12/13/17	12/02/17	12/05/17
12/03/17-12/16/17	B2 12/27/17	12/16/17	12/19/17
12/17/17-12/30/17	B1(two) 01/10/18	12/30/17	01/02/18

Mid-Month to Mid-Month Schedule (RA's who have an Academic [monthly rate]/Staff [hourly rate] Appointments)

Dates of Services	Paycheck(s)	RA Approval Due Date	*Faculty Manager Approval Due Date
09/16/17-10/15/17	11/01/17	10/15/17	10/17/17
10/16/17-11/15/17	12/01/17	11/15/17	11/17/17
11/16/17-12/15/17	01/02/18	12/15/17	12/17/17
12/16/17-01/15/18	02/01/18	01/15/18	01/17/18
01/16/18-02/15/18	03/01/18	02/15/18	02/17/18
02/16/18-03/15/18	04/01/18	03/15/18	03/17/18

***Faculty Managers please make sure you approve RA's timecard *after* they completed their timecard and approve their hours.**

Financial & Budget Coordinators *will only be sending one reminder* to the RAs and Faculty Managers. Please, make sure you mark your calendars!