**Extra Help Payroll**

**Pay Distribution**

**August 1, 2016**

1. The extra help pay period starts on the 16th of each month and ends on the 15th of the following month.
2. Timesheets are due in the Payroll Office by 12:00 Noon on the 16th of the month or the Monday following if the 16th falls on a weekend. If the 16th falls on a holiday, timesheets are due in the Payroll Office by 12:00 Noon the first working day.
3. Extra help timesheets must be signed by both the employee and supervisor unless prior arrangements have been made with the Payroll Office for those employees who work off campus.
4. For employees who are currently on bi-monthly pay, a schedule stating the deadline for timesheets and the date of the payroll will be sent to their department.
5. Extra help payroll will be distributed based on a published schedule that can be found on the SAU website.