Biweekly Hourly Staff (B2 - Non-Exempt)

1. Individuals paid on a biweekly schedule work at an hourly rate and receive checks every two weeks.
2. Paychecks for B2 employees are issued every other Friday, or the previous business day if the pay date falls on a holiday.
3. WTE timesheets are to be submitted at 11am and are to be approved at 5pm the Monday before the pay date. Failure to meet these deadlines will result in requiring a paper timesheet to be handed in. This may result delay your paycheck until the next pay cycle.
4. Each pay week in the biweekly pay period runs from 12:01 a.m. Sunday until 12:00 midnight the following Saturday. Any overtime is calculated based on the workweek in which extra working hours occur.
5. Payroll calendars for the B2 payroll can be found on the Human Resources website by following the link and selecting the appropriate month.

Semimonthly Faculty & Staff (SM - primarily exempt)

1. Salaried individuals paid on a semimonthly schedule (if exempt) receive a consistent amount of pay twice each month. A smaller group of individuals on this payroll work on the basis of an hourly rate (are non-exempt).
2. Paychecks for SM employees are issued on the 15th day of the month and the last day of the month, or the previous business day if the pay date falls on a holiday or weekend.
3. Payroll calendars for the SM payroll can be found on the Human Resources website by following the link and selecting the appropriate month.

Biweekly Hourly Students - Undergraduate & Graduate (B1 - Non-Exempt)

1. Individuals paid on a biweekly schedule work at an hourly rate and receive checks every two weeks.
2. Paychecks for B1 student employees are issued every other Friday ("biweekly"), or the previous business day if the pay date falls on a holiday.
3. WTE timesheets are to be submitted at 11am and are to be approved at 5pm the Monday before the pay date. Failure to meet these deadlines will result in requiring a paper timesheet to be handed in. This may result delay your paycheck until the next pay cycle.
4. Each pay week in the biweekly pay period runs from 12:01 a.m. Monday until 12:00 midnight the following Sunday. Any overtime is calculated based on the workweek in which extra working hours occur.
5. Payroll calendars for the B1 payroll can be found on the Human Resources website by following the link and selecting the appropriate month.

Graduate Stipends (GR - Fellowships, RA/TA's)

1. Individuals paid on a semimonthly schedule receive a consistent amount of pay twice each month.
2. Paychecks for GR employees are issued on the 15th day of the month and the last day of the month, or the previous business day if the pay date falls on a holiday.
3. Payroll calendars for the GR payroll can be found on the Human Resources website by following the link and selecting the appropriate month.