

IMPORTANT PAYROLL INFORMATION FOR THE 2009/2010 SCHOOL YEAR FOR ALL NORTH IDAHO COLLEGE EMPLOYEES

ALL TIMESHEETS ARE DUE BY 2:00 P.M.

<u>MONTH</u>	<u>TIMESHEET DUE DATES</u>		<u>PAYDAY</u>	<u>DAY OF WEEK - PAYDAY</u>
	<u>WORK STUDY</u>	<u>ALL OTHER</u>		
July 2009	20	22	July 31	Friday
August 2009	18	20	August 31	Monday
September 2009	17	21	September 30	Wednesday
October 2009	19	21	October 30	Friday
November 2009	11	13	November 30	Monday
December 2009	10	14	December 23	Wednesday
January 2010	15	20	January 29	Friday
February 2010	12	17	February 26	Friday
March 2010	18	22	March 31	Wednesday
April 2010	19	21	April 30	Friday
May 2010	17	19	May 28	Friday
June 2010	17	21	June 30	Wednesday

EMPLOYEE MUST COMPLETE THE FOLLOWING MANDATORY STEPS IN ORDER TO BE PAID:

REPORT to Human Resources **prior to, or on first day** of employment to fill out I-9 and W-4 forms.
RECORD the social security number or seven-digit Datatel ID (Employee or Student) on the timesheet.
SIGN the timesheet and double check the total hours worked.
STUDENT STATUS box marked **only if enrolled in and attending six or more credits at NIC.**
TURN in the timesheet to the supervisor on time. Please note that timesheets will only be accepted in the Business Office or Financial Aid Office for processing when turned in from the signing supervisor.
PLEASE PRINT CLEARLY! WE MUST BE ABLE TO READ YOUR NAME & DATA.

SUPERVISORS MUST:

COMPLETE a new-hire packet for all new employees with Human Resources. If hiring a student worker, you will **also** need to provide HR with the Datatel Student ID # for cross-referencing purposes. This is to prevent duplicate records. Ideally, it would be best to provide a copy of the Student ID card along with the new-hire packet that you send to Human Resources.
Remember: This packet MUST be done prior to first day of employment.
RECORD the eleven-digit DEPT/ACCOUNT number as well as total hours worked and hourly pay rate.
SIGN the timesheet and double check the total earnings for the pay period.
TURN in the timesheet by the above deadlines. Timesheets will only be accepted when turned in by the signing supervisor. Please plan accordingly so that you can deliver timesheets to the appropriate office (regular timesheets to the Business Office/work study timesheets to the Financial Aid Office) or send via intercampus mail so that the timesheets will be received in the appropriate office by the deadlines shown.