

RHODE ISLAND SCHOOL OF DESIGN

STUDENT PAYROLL SCHEDULE 2007-2008

For work done during the month of	Timecards due from students to supervisors on	Timecards due from supervisors othe Work-Study Office on	Actual paydates for the month are
September	October 1	October 2	Oct 9, 2007
October	November 1	November 2	Nov 9, 2007
November	December 3	December 4	Dec 10, 2007
December	December 17	December 18	Jan 9, 2008
January	February 1	February 4	Feb 11, 2008
February	March 3	March 4	Mar 10, 2008
March	April 1	April 2	Apr 9, 2008
April	May 1	May 2	May 9, 2008
May	June 2	June 3	June 9, 2008
June	July 1	July 2	July 9, 2008
July	August 1	August 4	Aug 11, 2008
August	September 2	September 3	Sept 9, 2008

IMPORTANT FACTS TO KNOW

- All students must have an **I-9** Form, and a **W-4** Form (or Form 8233 if international and from a treaty country) on file in the Work-Study Office.
- All work must be paid on the RISD student payroll through time cards or an official student employment contract issued by the Work-Study Office. Breaks must be included after working continuously for more than 6 hours, in one job or between several jobs. Check Requests to pay students for labor are not acceptable.