



University of Rhode Island

In-House Payroll Appointment Dates

Fiscal Year 2009 - 2010

Job Data & Appointment Level Budget Dates	Contract Pay Begin - End	Employee's Work Period
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Graduate Assistantships

Summer 2009	05/10/09 - 08/30/09	05/17/09 - 08/29/09	Same as contract
Academic Year	08/30/09 - 05/09/10	08/30/09 - 05/08/10	08/31/09 - 05/22/10
Fall Term	08/30/09 - 01/03/10	08/30/09 - 01/02/10	08/31/09 - 01/03/10
Spring Term	01/03/10 - 05/09/10	01/03/10 - 05/08/10	01/04/10 - 05/22/10
Summer 2010	05/23/10 - 08/29/10	05/23/10 - 08/28/10	Same as contract

Per Course Instructors

Fall Term	08/30/09 - 01/03/10	08/30/09 - 12/28/09	Refer to Academic Calendar http://www.uri.edu/es/calexams/academiccalendar.html
Spring Term	01/03/10 - 05/23/10	01/14/10 - 05/18/10	

Student Payroll

Students (undergraduate & graduate students hourly) may work up to 20 hours per week during the academic year and up to 40 hours per week during the summer and intersession/break periods.

Summer 2009 - Eligible to work up to 40 hrs per week beginning **05/17/09** (commencement). Subject to FICA.

Academic Year 2009-10 - Eligible to work up to 20 hrs per week beginning **08/30/09** through **05/22/10**. FICA exempt.

Summer 2010 - Eligible to work up to 40 hrs per week beginning **05/23/10** (commencement). Subject to FICA.

It is always recommended departments start and end student jobs following the URI pay periods (start on a pay period Sunday, end on a pay period Sunday) this ensures the smooth processing of payroll and encumbrances.

Important Notes:

Contract employees (Graduate Assistants, Per Course Instructors, Summer Session Instructors)

- Contract effective dates must equal the hire date in job data. The specific begin and end dates of the contract are different and are defined above in the middle column "Contract Pay Begin End"
- An employee can **not** be paid on two different contracts in the same job record during the same pay period.