

Summer Sessions Instructors Pay Schedule:

<u>Session</u>	<u>1st Pay date</u>	<u>2nd Pay date</u>	<u>3rd Pay date</u>
A	7/7/09	8/7/09	
B	9/8/09	9/21/09	
C	7/7/09	8/7/09	9/8/09
D	7/20/09		
E	8/7/09		
F	9/8/09		
G	9/21/09		

Please refer to your appointment letter for your specific session and pay dates.

Employment documentation is required for all summer appointments. Please check with your home department to ensure that all needed documentation is current. These include the following:

- Oath/Patent Agreement for the University of California
- I-9 (documents eligibility to work in the United States for both US and non-US citizens)
- W2 (Federal and California tax withholding form)
- Automatic payroll deposit (optional form for those who wish their UCSB summer salary checks to be deposited directly into their bank accounts)
- Employment Visa (for international students and scholars only)
- Social Security Notice Form

All necessary documentation must be on file in the Payroll/Accounting office for paychecks to be issued.