

IMPORTANT REMINDERS:

- Students will not be paid until all forms have been completed & returned to Enrollment and Financial Aid Office and/or Payroll.
- All timesheets are to be turned into Payroll by 4:00 pm on the due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2023 – SPRING 2024 STUDENT PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.14.23 – 08.27.23	08.28.23	09.08.23
08.28.23 – 09.10.23	09.11.23	09.22.23
09.11.23 – 09.24.23	09.25.23	10.06.23
09.35.23 – 10.08.23	10.09.23	10.20.23
10.09.23 – 10.22.23	10.23.23	11.03.23
10.23.23 – 11.05.23	11.06.23	11.17.23
11.06.23 – 11.19.23	11.20.23	12.01.23
11.20.23 – 12.03.23	12.04.23	12.15.23
12.04.23 – 12.17.23	12.18.23	12.29.23
12.18.23 – 12.31.23	01.01.24	01.12.24
01.01.24 – 01.14.24	01.15.24	01.26.24
01.15.24 – 01.28.24	01.29.24	02.09.24
01.29.24 – 02.11.24	02.12.24	02.23.24
02.12.24 – 02.25.24	02.26.24	03.08.24
02.26.24 – 03.10.24	03.11.24	03.22.24
03.11.24 – 03.24.24	03.25.24	04.05.24
03.25.24 – 04.07.24	04.08.24	04.19.24
04.08.24 – 04.21.24	04.22.24	05.03.24
04.22.24 – 05.05.24	05.06.24	05.17.24
05.06.24 – 05.19.24	05.20.24	05.31.24
05.20.24 – 06.02.24	06.03.24	06.14.24
06.03.24 – 06.16.24	06.17.24	06.28.24
06.17.24 – 06.30.24	07.01.24	07.12.24
07.01.24 – 07.14.24	07.15.24	07.26.24
07.15.24 – 07.28.24	07.29.24	08.09.24
07.29.24 – 08.11.24	08.12.24	08.23.24
08.12.24 – 08.25.24	08.26.24	09.06.24

ALL DATES ARE SUBJECT TO CHANGE

RESPONSIBILITIES:

You should consider your student employment as a regular job. It is your responsibility to:

- Work the hours you have agreed to.
- Inform your supervisor **in advance** if for some reason you cannot make your assignment.
- Perform your assignment in a satisfactory manner.
- If work interferes with your studies, arrange fewer hours of employment with your supervisor.
You need to be a student first.
- Notify your supervisor and the Work-Study Coordinator, if applicable, should you choose to terminate your employment – a signed/dated Student Release Form **must** be submitted.