

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 due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2021 – SPRING 2022 STUDENT PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.16.21 – 08.29.21	08.30.21	09.10.21
08.30.21 – 09.12.21	09.13.21	09.24.21
09.13.21 – 09.26.21	09.27.21	10.08.21
09.27.21 – 10.10.21	10.12.21	10.22.21
10.11.21 – 10.24.21	10.25.21	11.05.21
10.25.21 – 11.07.21	11.08.21	11.19.21
11.08.21 – 11.21.21	11.22.21	12.03.21
11.22.21 – 12.05.21	12.06.21	12.17.21
12.06.21 – 12.19.21	12.20.21	12.30.21
12.20.21 – 01.02.22	01.03.22	01.14.22
01.03.22 – 01.16.22	01.18.22	01.28.22
01.17.22 – 01.30.22	01.31.22	02.11.22
01.31.22 – 02.13.22	02.15.22	02.25.22
02.14.22 – 02.27.22	02.28.22	03.11.22
02.28.22 – 03.13.22	03.14.22	03.25.22
03.14.22 – 03.27.22	03.28.22	04.08.22
03.28.22 – 04.10.22	04.11.22	04.22.22
04.11.22 – 04.24.22	04.25.22	05.06.22
04.25.22 – 05.08.22	05.09.22	05.20.22
05.09.22 – 05.22.22	05.23.22	06.03.22
05.23.22 – 06.05.22	06.06.22	06.17.22
06.06.22 – 06.19.22	06.20.22	07.01.22
06.20.22 – 07.03.22	07.05.22	07.15.22
07.04.22 – 07.17.22	07.18.22	07.29.22
07.18.22 – 07.31.22	08.01.22	08.12.22
08.01.22 – 08.14.22	08.15.22	08.26.22
08.15.22 – 08.28.22	08.29.22	09.09.22
08.29.22 – 09.11.22	09.12.22	09.25.22

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.