

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 2024 – SPRING 2025 STUDENT PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.12.24 – 08.25.24	08.26.24	09.06.24
08.24.24 – 09.08.24	09.09.24	09.20.24
09.09.24 – 09.22.24	09.23.24	10.04.24
09.23.24 – 10.06.24	10.07.24	10.18.24
10.07.24 – 10.20.24	10.21.24	11.01.24
10.21.24 – 11.03.24	11.04.24	11.15.24
11.04.24 – 11.17.24	11.28.24	11.29.24
11.18.24 – 12.01.24	12.04.24	12.13.24
12.02.24 – 12.15.24	12.16.24	12.27.24
12.16.24 – 12.29.24	12.30.24	01.10.25
12.30.24 – 01.12.25	01.13.25	01.24.25
01.13.25 – 01.26.25	01.27.25	02.07.25
01.27.25 – 02.09.25	02.10.25	02.21.25
02.10.25 – 02.23.25	02.24.25	03.07.25
02.24.25 – 03.09.25	03.10.25	03.21.25
03.10.25 – 03.23.25	03.24.25	04.04.25
03.24.25 – 04.06.25	04.07.25	04.18.25
04.07.25 – 04.20.25	04.21.25	05.02.25
04.21.25 – 05.04.25	05.05.25	05.16.25
05.05.25 – 05.18.25	05.19.25	05.30.25
05.19.25 – 06.01.25	06.02.25	06.13.25
06.02.25 – 06.15.25	06.16.25	06.27.25
06.16.25 – 06.29.25	06.30.25	07.11.25
06.30.25 – 07.13.25	07.14.25	07.25.25
07.14.25 – 07.27.25	07.28.25	08.08.25
07.28.25 – 08.10.25	08.11.25	08.22.25
08.11.25 – 08.24.25	08.25.25	09.05.25

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.