

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.