

## Revised 2024 Student Employee Pay Schedule

<u>Pay Period Worked</u>	<u>Student Timesheet Due by 11:59 PM</u>	<u>Approver Due by 12 NOON</u>	<u>Pay Date</u>
Dec 10, 2023 - Dec 31, 2023	Jan 3, 2024	<b>Jan 04, 2024 by10 AM</b>	Jan 16, 2024
Jan 01, 2023 – Jan 15, 2024	Jan 16, 2024	<b>Jan 17,2024 by10 AM</b>	Jan 31, 2024
Jan 16, 2024 – Jan 31, 2024	Jan 31, 2024	Feb 1, 2024	Feb 15, 2024
Feb 01, 2024 – Feb 15, 2024	Feb 15, 2024	Feb 16, 2024	Feb 29, 2024
Feb 16, 2024 – Feb 29, 2024	Feb 29, 2024	Mar 01, 2024	Mar 15, 2024
Mar 01, 2024 – Mar 15, 2024	<b>Mar 15, 2024 by 10 AM</b>	<b>Mar 15, 2024 by12 PM</b>	<b>Mar 29, 2024</b>
Mar 16, 2024 – Mar 31, 2024	Mar 31, 2024	Apr 01, 2024	Apr 15, 2024
<b>#Apr 01, 2024 - Apr 13, 2024 (2)</b>	Apr 13, 2024	Apr 15, 2024	Apr 30, 2024
Apr 14, 2024 – Apr 27, 2024 (2)	Apr 27, 2024	Apr 29, 2024	May 15, 2024
Apr 28, 2024 – May 11, 2024 (2)	May 11, 2024	May 13, 2024	May 31, 2024
May 12, 2024 – June 01, 2024 (3)	June 01, 2024	June 03, 2024	Jun 14, 2024
June 02, 2024 – Jun 15, 2024 (2)	<b>Jun 13, 2024 by10 AM</b>	<b>Jun 13, 2024 by12PM</b>	<b>Jun 28, 2024</b>
Jun 16, 2024 – Jun 30, 2024 (2)	Jun 30, 2024	<b>Jul 02, 2024 by10 AM</b>	<b>Jul 15, 2024</b>
Jul 01, 2024 – Jul 13, 2024 (2)	Jul 13, 2024	Jul 15, 2024	Jul 31, 2024
Jul 14, 2024 – Jul 27, 2024 (2)	Jul 27, 2024	July 29, 2024	Aug 15, 2024
Jul 28, 2024 – Aug 17, 2024 (3)	Aug 17, 2024	Aug 19, 2024	Aug 30, 2024
Aug 18, 2024 – Aug 31, 2024 (2)	<b>Aug 30, 2024 by10 AM</b>	<b>Aug 30, 2024 by12PM</b>	<b>Sep 13, 2024</b>
Sep 01, 2024 – Sep 14, 2024 (2)	Sep 14, 2024	Sep 16, 2024	Sep 30, 2024
Sep 15, 2024 – Sep 28, 2024 (2)	Sep 28, 2024	Sep 30, 2024	Oct 15, 2024
Sep 29, 2024 – Oct 12, 2024 (2)	<b>Oct 11, 2024 by 10 AM</b>	<b>Oct 11, 2024 by12PM</b>	<b>Oct 31, 2024</b>
Oct 13, 2024 – Oct 26, 2024 (2)	Oct 26, 2024	Oct 28, 2024	Nov 15, 2024
Oct 27, 2024 – Nov 16, 2024 (3)	Nov 16, 2024	Nov 18, 2024	Nov 29, 2024
Nov 17, 2024 – Nov 30, 2024 (2)	Nov 30, 2024	Dec 02, 2024	Dec 13, 2024
Dec 01, 2024 – Dec 14, 2024 (2)	<b>Dec 13, 2024 by 10 AM</b>	<b>Dec 13, 2024 by12pm</b>	<b>Dec 31, 2024</b>
Dec 15, 2024 - Dec 31, 2024 (2-1/2)	<b>Dec 18, 2024 by 10 AM</b>	<b>Dec 18, 2024 by12pm</b>	<b>Jan 15, 2025</b>

**# starts revised pay periods.**

Direct Deposit is a requirement of employment.

It is your responsibility to keep your account and routing number updated with the Human Resources department in Hearn Hall-217. Failure to do so will delay payment of wages earned.

**\*Human Resources has temporarily been relocated to Kuhn Annex until further notice\***

If you have a change of address or name change, you **must notify** the Human Resources office.

**Timesheet Due Dates and Pay Dates are subject to change. (Weather, unannounced days off, summer schedule, etc.) Supervisors will be notified if this becomes necessary.**

It is your responsibility to enter the hours you worked and submit your timesheet on time. Failure to do so can delay payment of wages earned.

(2), (3) or (2-1/2) refers to the number of weeks included in the Pay Period.

Fiscal Year End is 6/30/2024.