

2025 Student Employee Pay Schedule

Pay Period		Submit By			Approver End			Check Date
Start	End	Date & Time			Date & Time			
+12/15/2024	1/4/2025	1/4/2025	1159	PM	1/6/2025	1200	PM	1/15/2025
1/5/2025	1/18/2025	1/18/2025	1159	PM	1/21/2025	1200	PM	1/31/2025
1/19/2025	2/1/2025	2/1/2025	1159	PM	2/3/2025	1200	PM	2/14/2025
2/2/2025	2/15/2025	2/15/2025	1159	PM	2/17/2025	1200	PM	2/28/2025
2/16/2025	3/1/2025	3/1/2025	1159	PM	3/3/2025	1200	PM	3/14/2025
3/2/2025	3/15/2025	3/14/2025	1000	AM	3/14/2025	1200	PM	3/31/2025
3/16/2025	3/29/2025	3/29/2025	1159	PM	3/31/2025	1200	PM	4/15/2025
3/30/2025	4/12/2025	4/12/2025	1159	PM	4/14/2025	1200	PM	4/30/2025
4/13/2025	4/26/2025	4/26/2025	1159	PM	4/28/2025	1200	PM	5/15/2025
4/27/2025	5/17/2025	5/17/2025	1159	PM	5/19/2025	1200	PM	5/30/2025
5/18/2025	5/31/2025	5/31/2025	1159	PM	6/2/2025	1200	PM	6/13/2025
6/1/2025	6/14/2025	6/14/2025	1159	PM	6/16/2025	1200	PM	6/30/2025
6/15/2025	6/30/2025	6/30/2025	1159	PM	7/1/2025	1200	PM	7/15/2025
7/1/2025	7/19/2025	7/19/2025	1159	PM	7/21/2025	1200	PM	7/31/2025
7/20/2025	8/2/2025	8/2/2025	1159	PM	8/4/2025	1200	PM	8/15/2025
8/3/2025	8/16/2025	8/16/2025	1159	PM	8/18/2025	1200	PM	8/29/2025
8/17/2025	9/6/2025	9/6/2025	1159	PM	9/8/2025	1200	PM	9/15/2025
9/7/2025	9/20/2025	9/20/2025	1159	PM	9/22/2025	1200	PM	9/30/2025
9/21/2025	10/4/2025	10/4/2025	1159	PM	10/6/2025	1200	PM	10/15/2025
10/5/2025	10/18/2025	10/18/2025	1159	PM	10/20/2025	1200	PM	10/31/2025
10/19/2025	11/1/2025	11/1/2025	1159	PM	11/3/2025	1200	PM	11/14/2025
11/2/2025	11/15/2025	11/15/2025	1159	PM	11/17/2025	1200	PM	11/28/2025
11/16/2025	11/29/2025	11/29/2025	1159	PM	12/1/2025	1200	PM	12/15/2025
11/30/2025	12/13/2025	12/13/2025	1159	PM	12/15/2025	1200	PM	12/31/2025
12/14/2025	1/3/2026	1/3/2026	1159	PM	1/6/2026	1200	PM	1/15/2026

+ original pay period 12/15/24 – 12/31/24 has been revised to 12/15/2024 – 01/04/2025

Direct Deposit is a requirement of employment.

You are responsible for keeping your account and routing number updated with the Human Resources department in Hearnest Hall-217. Failure to do so will delay payment of wages earned.

Detailed pay stubs are posted on your employee LioNet site.

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.