

TO: All Cost Center Managers

Please post this where your student workers can read it.

STUDENT PAY SCHEDULE 2021-2022

<u>Pay Period Dates</u>	<u>Timecard Due Date</u>	<u>Pay Date</u>
Aug 22 - Sep 4	(Mon) Sep 6 by <u>9am</u>	Sep 9
Sep 5 - Sep 18	(Mon) Sep 20 “ “	Sep 23
Sep 19 - Oct 2	(Mon) Oct 4 “ “	Oct 7
Oct 3 - Oct 16	(Mon) Oct 18 “ “	Oct 21
Oct 17 - Oct 30	(Mon) Nov 1 “ “	Nov 4
Oct 31 - Nov 13	(Mon) Nov 15 “ “	Nov 18
Nov 14 - Nov 27	(Mon) Nov 29 “ “	Dec 2
Nov 28 - Dec 11	(Mon) Dec 13 “ “	Dec 16
** <i>Dec 12 - Dec 25</i>	<i><u>(Fri) Dec 17 by 9am</u></i>	<i>Dec 22</i>
Dec 26 - Jan 8	(Mon) Jan 10 by <u>9am</u>	Jan 13
Jan 9 - Jan 22	(Mon) Jan 24 “ “	Jan 27
Jan 23 - Feb 5	(Mon) Feb 7 “ “	Feb 10
** <i>Feb 6 - Feb 19</i>	<i><u>(Fri) Feb 18 by 9am</u></i>	<i>Feb 24</i>
Feb 20 - Mar 5	(Mon) Mar 7 “ “	Mar 10
Mar 6 - Mar 19	(Mon) Mar 21 “ “	Mar 24
Mar 20 - Apr 2	(Mon) Apr 4 “ “	Apr 7
** <i>Apr 3 - Apr 16</i>	<i><u>(Thurs) Apr 14 by 9am</u></i>	<i>Apr 21</i>
Apr 17 - Apr 30	(Mon) May 2 “ “	May 5

Note: Please keep in mind the special due dates/times in bold for holidays.

Instructions for Student Employees:

1. You should update your timecard each day you work.
2. After completing your timecard, save it as a PDF and email it to your supervisor before the due date.
3. Timecards must be received in Payroll by the deadline in the “Timecard Due Date” column.
4. Paychecks are available in student mailboxes by 2:00 PM on paydays.