

2023 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 11, 2022 - Dec 31, 2022 (3)	Jan 3, 2023	Jan 04, 2023 @10AM	Jan 11, 2023
Jan 01, 2023 – Jan 14, 2023 (2)	Jan 14, 2023	Jan 17, 2023 @10 AM	Jan 27, 2023
Jan 15, 2023 – Jan 28, 2023 (2)	Jan 28, 2023	Jan 30, 2023	Feb 08, 2023
Jan 29, 2023 – Feb 11, 2023 (2)	Feb 11, 2023	Feb 13, 2023	Feb 24, 2023
Feb 12, 2023 – Feb 25, 2023 (2)	Feb 25, 2023	Feb 27, 2023	Mar 08, 2023
Feb 26, 2023 – Mar 11, 2023 (2)	Mar 11, 2023	Mar 13, 2023	Mar 24, 2023
Mar 12, 2023 – Mar 25, 2023 (2)	Mar 25, 2023	Mar 27, 2023	Apr 05, 2023
Mar 26, 2023 - Apr 08, 2023 (2)	Apr 08, 2023	Apr 10, 2023	Apr 21, 2023
Apr 09, 2023 – Apr 22, 2023 (2)	Apr 22, 2023	Apr 24, 2023	May 03, 2023
Apr 23, 2023 – May 13, 2023 (3)	May 13, 2023	May 15, 2023	May 26, 2023
May 14, 2023 – May 27, 2023 (2)	May 27, 2023	May 30, 2023@10 AM	Jun 07, 2023
May 28, 2023 – Jun 10, 2023 (2)	Jun 10, 2023	Jun 12, 2023	Jun 28, 2023
Jun 11, 2023 – Jun 30, 2023 (2-1/2)	Jun 30, 2023	Jul 03, 2023 @10 AM	Jul 12, 2023
Jul 01, 2023 – Jul 15, 2023 (2- 1/2)	Jul 15, 2023	Jul 17, 2023	Jul 28, 2023
Jul 16, 2023 – Jul 29, 2023 (2)	Jul 29, 2023	July 31, 2023	Aug 9, 2023
Jul 30, 2023 – Aug 12, 2023 (2)	Aug 12, 2023	Aug 14, 2023	Aug 25, 2023
Aug 13, 2023 – Aug 26, 2023 (2)	Aug 26, 2023	Aug 28, 2023	Sep 06, 2023
Aug 27, 2023 – Sep 09, 2023 (2)	Sep 09, 2023	Sep 11, 2023	Sep 29, 2023
Sep 10, 2023 – Sep 30, 2023 (3)	Sep 30, 2023	Oct 02, 2023	Oct 11, 2023
Oct 01, 2023 – Oct 14, 2023 (2)	Oct 13, 2023 by 10:00 am	Oct 13, 2023 @12PM	Oct 27, 2023
Oct 15, 2023– Oct 28, 2023 (2)	Oct 28, 2023	Oct 30, 2023	Nov 08, 2023
Oct 29, 2023 – Nov 11, 2023 (2)	Nov 11, 2023	Nov 13, 2023	Nov 24, 2023
Nov 12, 2023 – Nov 25, 2023 (2)	Nov 25, 2023	Nov 27, 2023	Dec 05, 2023
Nov 26, 2023 – Dec 09, 2023 (2)	Dec 09, 2023	Dec 11, 2023	Dec 21, 2023
Dec 10, 2023 - Dec 30, 2023 (3)	Jan 2, 2024	Jan 03, 2024	Jan 10, 2024

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.

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 6/30/2023.