



Student Worker Payroll Periods for 2021-2022

Payroll checks will be mailed to the address on file on the “Pay Schedule” date shown. New students will receive their first check up to four weeks after they begin working depending on their start date. If the student has never worked on campus previously, students should complete their FIRST timesheet on paper (available in the Financial Aid office), to be checked and signed by the person supervising the work, and returned to the Financial Aid office as soon as possible following the end of the payroll period, but **NO LATER THAN THE DEADLINE LISTED BELOW**. Once the student’s first paper timesheet has been submitted, the student’s future timesheets will be completed electronically on the Student Portal (with the exception of Federal Work Study students, whom will always complete a paper timesheet).

*****Late time sheets are processed for the next payroll period.*****

Students are required *by law* to take a half hour break if working more than 6 consecutive hours. The break should be at the midpoint of the hours scheduled.

Payroll Period	Time Sheet Deadline	Pay Schedule
Aug. 7 - Aug. 20	Tuesday, Aug. 24	Friday, Sept. 3
Aug. 21 - Sept. 3	Tuesday, Sept. 7	Friday, Sept. 17
Sept. 4 - Sept. 17	Tuesday, Sept. 21	Friday, Oct. 1
Sept. 18 - Oct. 1	Tuesday, Oct. 5	Friday, Oct. 15
Oct. 2 - Oct. 15	Tuesday, Oct. 19	Friday, Oct. 29
Oct. 16 - Oct. 29	Tuesday, Nov. 2	Friday, Nov. 12
Oct. 30 - Nov. 12	Tuesday, Nov. 17	Friday, Nov. 26
Nov. 13 - Nov. 26	Tuesday, Nov. 30	Friday, Dec. 10
Nov. 27 - Dec. 10	Tuesday, Dec. 14	Friday, Dec. 24
Dec. 11 - Dec. 24	Tuesday, Dec. 28	Friday, Jan. 7
Dec. 25 - Jan. 7	Tuesday, Jan. 11	Friday, Jan. 21
Jan. 8 - Jan. 21	Tuesday, Jan. 25	Thursday, Feb. 4
STUDENTS NEED A NEW NOTICE OF HIRE FORM FOR SPRING TO WORK PAST HERE		
Jan. 22 - Feb. 4	Tuesday, Feb. 8	Friday, Feb. 18
Feb. 5 - Feb. 18	Tuesday, Feb. 22	Friday, Mar. 4
Feb. 19 - Mar. 4	Tuesday, Mar. 8	Friday, Mar. 18
Mar. 5 - Mar. 18	Tuesday, Mar. 22	Friday, Apr. 1
Mar. 19 - Apr. 1	Tuesday, Apr. 5	Friday, Apr. 15
Apr. 2 - Apr. 15	Tuesday, Apr. 19	Friday, Apr. 29
Apr. 16 - Apr. 29	Tuesday, May 3	Friday, May 13
Apr. 30 - May 13	Tuesday, May 17	Friday, May 27
May 14 - May 27	Tuesday, May 31	Friday, June 10
STUDENTS NEED A NEW NOTICE OF HIRE FORM FOR SUMMER TO WORK PAST HERE		
May 28 - June 10	Tuesday, June 14	Friday, June 24
June 11 - June 24	Tuesday, June 28	Friday, July 8
June 25 - July 8	Tuesday, July 12	Friday, July 22
July 9 - July 22	Tuesday, July 26	Friday Aug. 5
July 23 - Aug. 5	Tuesday, Aug. 9	Friday, Aug. 19
Aug. 6 - Aug 19	Tuesday, Aug. 23	Friday, Sept. 2