Memo

TO: Student Employees

FROM: Student Employment Office

RE: Student Pay Periods, Student Timecard Approval Deadlines, & Paydays

All students should record their work hours by utilizing a timeclock on-campus. Students should notify their supervisor of any missed punches or corrections that need to be made to their work hours for the pay period by noon on the first business day of each month. For your convenience, a list of the student pay periods, student timecard approval deadlines, and paydays are provided for you below.

Summer 2018

Pay Period	Timecard Approval Deadline	Payday
June 1st - 30th	July 2nd	July 13th
July 1st - 31st	August 1st	August 15th
August 1st – 28th	September 3rd	September 14th

Academic Year 2018-2019

Pay Period	Timecard Approval Deadline	Payday
August 29th – 31st	September 3rd	September 14th
September 1st – 30th	October 1st	October 15th
October 1st – 31st	November 1st	November 15th
November 1st – 30th	December 3rd	December 14th
December 1st – 31st	January 2nd	January 15th
January 1st – 31st	February 1st	February 15th
February 1st – 28th	March 1st	March 15th
March 1st – 31st	April 1st	April 15th
April 1st – 30th	May 1st	May 15th
May 1st – 31st	June 3rd	June 14th

Please see the "Knightlink Instruction Guide: Recording Punches" on the Student Employment webpage for further information on how to record your work hours utilizing a timeclock.