

Memo

TO: Student Employee Supervisors

FROM: Student Employment Office (SEO)

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

Supervisors should review student timecards on KnightTime weekly and approve student timecards on KnightTime once at the end of the month after the student is done working for that pay period. Student pay periods are a full month. Student timecards should be approved 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 2016

| Pay Period | Timecard Approval Deadline | Payday |
|---|----------------------------|----------------------------|
| June 1 st - 30 th | July 1 st | July 15 th |
| July 1 st - 31 st | August 1 st | August 15 th |
| August 1 st – 31 st | September 1 st | September 15 th |

Academic Year 2016-2017

| Pay Period | Timecard Approval Deadline | Payday |
|--|----------------------------|---------------------------|
| September 1 st – 30 th | October 3 rd | October 14 th |
| October 1 st – 31 st | November 1 st | November 15 th |
| November 1 st – 30 th | December 1 st | December 15 th |
| December 1 st – 31 st | January 3 rd | January 13 th |
| January 1 st – 31 st | February 1 st | February 15 th |
| February 1 st – 28 th | March 1 st | March 15 th |
| March 1 st – 31 st | April 3 rd | April 14 th |
| April 1 st – 30 th | May 1 st | May 15 th |
| May 1 st – 31 st | June 1 st | June 15 th |

Please see the “Knightlink Instruction Guide: Approving Student Timecards” on the Student Employment webpage for further information on how to approve your students’ timecards.