

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 2018

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

Academic Year 2018-2019

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