

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 2017

Pay Period	Timecard Approval Deadline	Payday
June 1 st - 30 th	July 3 rd	July 14 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 2017-2018

Pay Period	Timecard Approval Deadline	Payday
September 1 st – 30 th	October 2 nd	October 13 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 2 nd	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 2 nd	April 13 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.