

Wartburg College

Student Pay Periods, Timecard Approval Deadlines, & Paydays

Summer 2021

Pay Period	Timecard Approval Deadline	Payday
June 1 <sup>st</sup> - 30 <sup>th</sup>	July 1 <sup>st</sup>	July 15 <sup>th</sup>
July 1 <sup>st</sup> - 31 <sup>st</sup>	August 2 <sup>nd</sup>	August 13 <sup>th</sup>
August 1 <sup>st</sup> - 31 <sup>st</sup>	September 1 <sup>st</sup>	September 15 <sup>th</sup>

Academic Year 2021-2022

Pay Period	Timecard Approval Deadline	Payday
September 1 <sup>st</sup> - 30 <sup>th</sup>	October 1 <sup>st</sup>	October 15 <sup>th</sup>
October 1 <sup>st</sup> - 31 <sup>st</sup>	November 1 <sup>st</sup>	November 15 <sup>th</sup>
November 1 <sup>st</sup> - 30 <sup>th</sup>	December 1 <sup>st</sup>	December 15 <sup>th</sup>
December 1 <sup>st</sup> - 31 <sup>st</sup>	January 3 <sup>rd</sup>	January 14 <sup>th</sup>
January 1 <sup>st</sup> - 31 <sup>st</sup>	February 1 <sup>st</sup>	February 15 <sup>th</sup>
February 1 <sup>st</sup> - 28 <sup>th</sup>	March 1 <sup>st</sup>	March 15 <sup>th</sup>
March 1 <sup>st</sup> - 31 <sup>st</sup>	April 1 <sup>st</sup>	April 15 <sup>th</sup>
April 1 <sup>st</sup> - 30 <sup>th</sup>	May 2 <sup>nd</sup>	May 13 <sup>th</sup>
May 1 <sup>st</sup> - 31 <sup>st</sup>	June 1 <sup>st</sup>	June 15 <sup>th</sup>

Student employee supervisors are strongly encouraged to review student timecards weekly and resolve any errors promptly.

Student timecards are to be approved by student employee supervisors once at the end of the month after students have ceased working in the pay period. Student timecards should be approved by noon on the first business day of each month.

Students are paid on a monthly basis. Student payday is the 15<sup>th</sup> of the month. If the 15<sup>th</sup> of the month falls on a Saturday, Sunday, or a holiday, the student payday will be moved up to the preceding business day.