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 2019

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

Academic Year 2019-2020

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

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.