

Wartburg College

Student Pay Periods, Timecard Approval Deadlines, & Paydays

Summer 2023

Pay Period	Timecard Approval Deadline	Payday
June 1 st - 30 th	July 1 st	July 14 th
July 1 st - 31 st	August 1 st	August 14 th
August 1 st - 31 st	September 1 st	September 14 th

Academic Year 2023-2024

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 14 th
November 1 st - 30 th	December 1 st	December 14 th
December 1 st - 31 st	January 2 nd	January 12 th
January 1 st - 31 st	February 1 st	February 14 th
February 1 st - 29 th	March 1 st	March 14 th
March 1 st - 31 st	April 2 nd	April 12 th
April 1 st - 30 th	May 1 st	May 14 th
May 1 st - 31 st	June 1 st	June 14 th

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 14th of the month. If the 14th of the month falls on a Saturday, Sunday, or a holiday, the student payday will be moved up to the preceding business day.