

November - December 2024

Student Time Entry Schedule

The payroll schedule during this period will require changes to the time entry availability for student employees. Students will need to adhere to the deadlines below for entering and releasing their hours unless an earlier deadline has been set by their department.

Attention Supervisors: Please make your student employees aware of this schedule. Departments may mandate earlier deadlines as needed.

Pay Period		
(Sunday Date)	End Date	Checks Issued
November 18 – 24, 2024	Friday 11/22/2024 Noon	Wednesday 11/27/2024
November 25 - - December 1, 2024	Tuesday 12/3/2024 Noon	Friday 12/6/2024
December 2 – December 8, 2024	Friday 12/6/2024 Noon	Friday 12/13/2024
December 9 – December 15, 2024	Wednesday 12/11/2024 Noon	Friday 12/20/2024
December 16 – December 22, 2024	Monday 12/16/2024 Noon	Friday 12/27/2024
December 23 – December 30, 2024	Thursday 12/19/2024 Noon	Friday 1/3/2025