

# Spring/Summer 2021 Student Payroll Schedule

Dates are subject to change. Notification of changes will be posted on the Campus Notices & email.

## SPRING 2021

### \*\*ENTRY DEADLINES\*\*

Beginning Pay Period Date:	Ending Pay Period Date:	Student Time Entry Due Before 10 AM Supervisor Approval Due Before 10 PM	Pay Date:	Comments
12/28/20	01/10/21	01/11/21	01/15/21	
01/11/21	01/24/21	01/25/21	01/29/21	
01/25/21	02/07/21	02/08/21	02/12/21	
02/08/21	02/21/21	02/22/21	02/26/21	
02/22/21	03/07/21	03/08/21	03/12/21	
03/08/21	03/21/21	03/22/21	03/26/21	<b>NO SPRING BREAK</b>
03/22/21	04/04/21	04/05/21	04/09/21	
04/05/21	04/18/21	04/19/21	04/23/21	
04/19/21	05/02/21	05/03/21	05/07/21	
05/03/21	05/09/21	05/10/21 ★	05/21/21	<b>**ONLY 1 WEEK OF TIME**</b>

## SUMMER 2021

### \*\*ENTRY DEADLINES\*\*

Beginning Pay Period Date:	Ending Pay Period Date:	Student Time Entry Due Before 10 AM Supervisor Approval Due Before 10 PM	Pay Date:	Comments
05/10/21	05/16/21	05/17/21 ★	05/21/21	<b>Summer Begins May 12 **ONLY 1 WEEK OF TIME**</b>
05/17/21	05/30/21	05/31/21	06/04/21	
05/31/21	06/13/21	06/14/21	06/18/21	
06/14/21	06/27/21	06/28/21	07/02/21	
06/28/21	07/11/21	07/12/21	07/16/21	
07/12/21	07/25/21	07/26/21	07/30/21	
07/26/21	08/08/21	08/09/21	08/13/21	
08/09/21	08/22/21	08/23/21	08/27/21	
08/23/21	09/05/21	09/06/21*	09/10/21	<b>*HOLIDAY</b>

★ Indicates this is NOT the normal entry deadline date. the deadline is a different approval date due to the end of the term or holiday.

### \*\*END OF SPRING & START OF SUMMER 1 - ONLY 1 WEEK OF TIME\*\*

The last Spring pay period of 5/3/21 to 5/9/21 is ONLY 1 WEEK OF TIME. The following week from 5/10/21 to 5/16/21 is a summer position and this 1 WEEK OF TIME must be recorded separately. Students ending a Spring job 5/9/21 and starting a summer job 5/10/21 will have two separate 1 week time entry pay periods on-line. Please make sure that hours are recorded for each week correctly and that BOTH deadline dates and times are met as noted above.